



Papua New Guinea National Gazette



PUBLISHED BY AUTHORITY

(Registered at the General Post Office Port Moresby, for transmission by post as a Qualified Publication.)

No. P.S. 13]

PORT MORESBY, THURSDAY, 2nd NOVEMBER

[1978

NOTIFICATION OF VACANCIES

Applications are invited from permanent officers of the National Public Service of Papua New Guinea for promotion or transfer to the positions named in the Schedule hereunder.

Applications should be forwarded to:

The Co-ordinator,
Public Service Selection Unit,
P.O. Box 1430, Boroko.

(Telegraphic Address - SELECTION, Boroko),

to reach that office no later than the date shown in the final column of the Schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Selection Committee system. All decisions made will be final and will not be subject to appeal.

ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

Reference: Advertisement No.in Government Gazette No.
ofrelating to Position No.
designatedin the Department of
.....

Surname: _____ Other Names: _____
 Present Department: _____ Branch: _____ Location: _____
 Seniority Date: (if known) _____ Date of Birth: _____
 Year in which commenced as a Temporary Employee or Administration Servant: _____
 Designation of Substantive Position: _____
 Salary Range of Substantive Position: _____
 Academic Qualifications: _____
 Training Courses Completed: (State length of course, year completed, name of institutions)
 H.D.A. Position Held: (Give designation and periods held)
 Reasons why you should be selected for this position:
 (Use as many sheets as necessary for this section).

The salary range shown in the Schedule indicates the classified value of the position, but appointments may be made at any point within the salary range.

Officers of the Service who may be transferred without promotion as a result of an advertised vacancy may be required to pay their own expenses of removal, unless the transfer comes within the conditions prescribed in Public Service Regulations. Removal expenses to the locality of appointment of appointees who are not officers of the Service will be paid, subject to the conditions prescribed in Public Service Regulations.

APPLICATIONS FROM OVERSEAS OFFICERS WITHIN AND WITHOUT THE SERVICE

In the event there is not a suitable officer of the National Public Service available for promotion or transfer to an advertised position, consideration will be given for allocation of the duties involved to an overseas person working with the Public Service whose salary will be adjusted accordingly. For this reason, any overseas person working with the Public Service who wishes to be considered, is invited to lodge an application in triplicate, for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

The Co-ordinator,
 Public Service Selection Unit,
 P.O. Box 1430,
 BOROKO.

Service Particulars Required:

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

Reference: Advertisement No.in Government Gazette No.
 ofrelating to Position No.
 designatedin the Department of

Surname: _____ Other Names: _____
 Present Department: _____ Branch: _____ Location: _____
 Date commenced working with the Public Service: _____
 Date of Birth: _____
 Present Substantive Position: _____
 Previous Positions Held: _____
 Academic Qualifications: _____
 Further Relevant Particulars: (In detail)

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently appointed to the Public Service including temporary employees. These persons are requested to forward their applications in triplicate to:

The Co-ordinator,
 Public Service Selection Committee,
 P.O. Box 1430,
 Boroko.

Important: All applications must state the designation, position number and advertisement number of the position being sought together with all their personal particulars including educational qualifications, experience and present employment.

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, (Telegraphic Address - SELECTION), to reach that office no later than the date shown in the final column of the schedule. Applications submitted by telegram before the closing date must be followed immediately by a full written application.

Important: All applications must state the designation, position number and advertisement number of the position being sought, together with all the relevant particulars.

EXPLANATORY SYMBOLS

- * An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Services Commission, Waigani, or the Public Services Commission, P.O. Box 819, Rabaul, or the Public Services Commission, P.O. Box 2069, Yomba, Madang District.
- + An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

The "Duties" shown in this Gazette for each of the position advertised are, in some cases, a brief precis of the actual tasks to be performed. Any person who is considering making an application for an advertised vacancy may obtain more detailed information about the duties of the position by applying directly to the Headquarters of the Department concerned.

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

| Position No. & Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|----------------------------|--------------------------|----------|----------------------|--------------------|
|----------------------------|--------------------------|----------|----------------------|--------------------|

DEPARTMENT OF COMMERCE

(Business Development)

| | | | | |
|---|------------|-----------------------------|------|---------|
| * C4A3 Senior Training Officer, Clerk Class 7 | K4375-4645 | Laloki Co-operative College | 1038 | 1.12.78 |
|---|------------|-----------------------------|------|---------|

Qualifications: Qualified to enter the Second Division. Relevant academic qualifications in at least two of the subject areas co-operation, accounting, commerce and business management essential. Degrees in Commerce or economics or other higher education in the subject areas, Accounting, Commerce or Business Management preferred. Knowledge of co-operative principles and practice, law and history essential. Proven ability in the conduct of formal classes in relevant subjects essential. Experience in the preparation of relevant syllabi and supporting material preferred. Knowledge of extension techniques and experience with audio-visual aids desirable. Ability to supervise and train junior teachers and instructors desirable.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Commerce - *continued*

(Business Development) - *continued*

Duties: Responsible to Principal, Co-operative College. Design, prepare and conduct classes in co-operatives, commercial subjects, accountancy and business management for directors and employees of co-operatives and administration officers. Train and supervise subordinate lecturers at the Co-operative College. Design and prepare texts and visual aid material for use in classes at the Co-operative. Other duties as directed, consistent with the above.

| | | | | |
|--|------------|-----------------------------------|------|---------|
| *C4A4 Business Development Officer (Training) Grade 4 Clerk Class 7 | K4375-4645 | Laloki Co-operative College | 1039 | 1.12.78 |
|--|------------|-----------------------------------|------|---------|

Qualifications: University degree with major studies in appropriate subjects, or equivalent desirable or possession of such other qualifications as may be acceptable to the Public Services Commission. Formal teaching qualifications. Relevant experience.

Duties: Co-ordinate the teaching of one of the following subject areas: Accounting, Economics/Law, Management. Assist in the development of and carry out supervision of subordinate training officers at the college. In co-ordination with course designers prepare texts and visual aid material for use in relevant classes at the college. Conduct classes in one of the above subject areas. Assist in the planning and implementation of on-the-job training for college trainees and graduates. Carry out other duties as directed, consistent with the above.

DEPARTMENT OF DECENTRALISATION

| | | | | |
|---|-------|------|------|---------|
| PA.19 Administrative Secretary Level 1 | K8165 | Enga | 1040 | 1.12.78 |
|---|-------|------|------|---------|

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Commission. Susceptible to policy directives from Provincial Government must have higher administrative and executive experience, and have demonstrated in previous jobs to have initiative. Creative and innovative in economic nationality, organisation and management in areas specified in the duty statement committed to the development and operation of Provincial Government. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Co-ordinate through the Provincial Management Team the work of all Departments within the Province, under guide lines determined from time to time by National Government. Responsible for efficient and economic organisation and management of Public Service Administration and financial performance within the Province. Chair of and provide administrative and executive support to Provincial Management Team including in consultation with the Provincial Management Team; preparation of agenda for Provincial Management Team, monitoring of Provincial Management Team decision and ensure they are implemented. Monitor all aspects of development and take action as requested to ensure that the Public Service Administrative Organisation continues to be responsive to and facilitate the implementation of both Provincial and National policies. Exercise Statutory and delegated power and responsibilities as necessary. Furnish regular reports to the Provincial Government of all Public Service activities of interest to Provincial Government as directed by relevant authorities. Accept for implementation by Public Servant Provincial Government policy decision communicated to him by the Provincial Secretary. Responsible through BMS for the provision of satisfactory, efficient and economical administrative services for all levels of Governments in the province. Report annually to the Secretary Department of Decentralisation of the efficiency, economy, discipline and general working Provincial Administration through Provincial Executive Council. Perform other duties as directed consistent with the above.

Vacancies - *Continued*

| Postion No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|---------------------------|---------------------------|----------|----------------------|--------------------|
|---------------------------|---------------------------|----------|----------------------|--------------------|

Department of Decentralisation - *continued*

| | | | | |
|--|------------|--------------|------|---------|
| M.1 Assistant Secretary (Management Services) | K7155-7410 | Port Moresby | 1041 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate University degree desirable. Superior executive and administrative ability. Extensive experience in general administration in the field. Sound and detailed knowledge of the Department's Organisation and functions, training methods and techniques, accounting and budgetary methods and Public Service Ordinance and regulations. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Supervise, control and direct the work of the Division of Management Services. Exercise statutory powers and responsibilities in connection with Departmental Administrative and management activities. Advise and assist the Secretary in regard to all aspects of Departmental Administration including organisation, personnel, accounting and budgetary matters, etc. Act as Departmental Security Officer. Carry out other duties as directed, consistent with the above.

| | | | | |
|--|------------|-------|------|---------|
| SHF.11, SHF.12, SHF.13 SHF.14, SHF.15 District Officer (5 positions) | K5275-6655 | Mendi | 1042 | 1.12.78 |
|--|------------|-------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good executive and administrative ability. Adequate experience as an Assistant District Officer in the field of general administration or local Government or Political Education or Land Administration. Sound knowledge of legislation relating to fields of duty. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Carry out any or combination of the following: Administration of a sub-district. Patrols of extension or consolidation of Government influence, or special patrols and preparation of reports thereon. Magisterial duties. Land duties, including representation. Duties in respect of Local Government. Duties in respect of resettlement Schemes and economic developmental programmes. Political Education duties. Agency function duties on behalf of other Departments not represented in the area. Police duties.

| | | | | |
|---|------------|-------|------|---------|
| SHF.29, SHF.30, SHF.31 SHF.32, SHF.33, SHF.34 SHF.35, SHF.36 Assistant District Officer (8 positions) | K3740-4645 | Mendi | 1043 | 1.12.78 |
|---|------------|-------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Adequate field experience within Division of District Administration and for the Office of Local Government. Sound knowledge of procedures and legislation in relation to general field administration, or specifically in relation to Local Government, political education or Land Administration. Practical understanding of customs. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Decentralisation - *continued*

Duties: Carry out or any combination, of the following: Administration of Patrol Post areas. Patrols of extension or consolidation of Government. Influence, or special patrols and preparation of reports there on: Police duties, Magisterial duties, Land duties, including representation. Local Government duties: Political Education Duties, Duties in respect of Land resettlement schemes. Duties in respect of economic developmental programmes. Agency function duties on behalf of other Departments, who are not represented in the area. Carry out other duties as directed consistent with the above.

| | | | | |
|--------------------------------------|------------|--------------|------|---------|
| M.1A Clerk Class 6 Budget Officer | K3740-3915 | Port Moresby | 1044 | 1.12.78 |
|--------------------------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience in preparation of budget estimates. Ability to analyse, prepare reports and make recommendations for variations in expenditure.

Duties: Formulate estimates of revenue and expenditure and their justification to the Department of Finance. Submit quarterly estimates of out-turn of the vote, together with draft of any further requests for the Secretary's advances. Monitor revenue and expenditure and ensure machinery exists for controlling expenditure and for the due collection and bringing to account for all receipts and expenditure connected with the Departmental operations. Maintain a constant review and a details record of Departmental expenditure to ensure that funds are being spent in a most efficient and economic manner. Give advice in connection with practical aspects of policy decisions affecting expenditure and/or procedures for carrying them out. Analyse draft estimates submitted by other Branches/ Divisions and adjust in accordance with overall plans. Prepare and present in person, submissions and explanation as required to the Finance Department and the Public Accounts Committee. Carry out such other duties as directed.

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| M.3 Accountant (Clerk Class 6) | K3740-3915 | Port Moresby | 1045 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in Departmental accounting with thorough knowledge of relevant legislation essential. Accountancy qualifications desirable.

Duties: Supervise Departmental financial control system. Maintain funds allocation and control ledgers. Analyse financial statements and prepare reports and recommendations. Prepare reports and correspondence regarding audit queries. Carry out other duties consistent with the above.

| | | | | |
|--|------------|--------------|------|---------|
| M.12 Clerk Class 6 Senior Internal Auditor Grade 1 | K3740-3915 | Port Moresby | 1046 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Certificate of Commerce or equivalent desirable. Experience in Government accounting procedures including audit and investigation. A work knowledge of legislation and instructions relating to finance, stores, salaries and allowances.

Duties: Under general direction: prepare and conduct variety of audit tasks; carry out audit inspections in Provinces; follow up misuse or misappropriation of Departmental assets or funds and prepare reports and recommendations for consideration by a higher authority; initiate remedial actions as appropriate; liaise with senior officers in the field as appropriate.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Decentralisation - *continued*

| | | | | |
|---|------------|--------------|------|---------|
| M.19 Clerk Class 6 Establishment Officer | K3740-3915 | Port Moresby | 1047 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous involvement in the conduct of organisation and classification investigations. Ability to analyse situations and prepare reports.

Duties: Carry out investigation into organisation and classification matters; assist more senior staff in the investigation of major proposals. Prepare reports and recommendations. Carry out checks and inspections to ensure that establishments are satisfactory; where necessary, report on remedial action required. Advise and assist other areas of the Department on Organisation and classification matters. Liaise with the Public Services Commission, Establishments Branch and assist them on major reviews. Assist in the introduction and implementation of new organisational arrangements and/or procedures; follow up when required. Assist in clerical training programmes. Carry out other duties as directed.

| | | | | |
|---|------------|--------------|------|---------|
| M.17 Clerk Class 6 Charges and Discipline Clerk | K3740-3915 | Port Moresby | 1048 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of staff reporting and capable of analysing the character of an officer, employee from reports submitted in relation to diligence and efficiency. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Prepare and process all charges and suspensions relating to breaches of the Public Service Act. Investigate and process all reports on loss and deficiency of Public moneys or loss or damage to stores relating to breaches of the Treasury Act. Check and correct, where necessary, all charges initiated at District level. Follow up all charges to ensure validity of and invalidate, charges as necessary. Advise on correct disciplinary procedures and practice. Advise on disciplinary actions to ensure justice and equal treatment, through the Districts. Prepare submission to the Departmental Head, with recommendations from District Commissioner or Deputy District Commissioner and/or Appeal board. Investigate reports on loss and deficiency of public moneys or loss of or damage to stores, in relation to outstations: due to robbery, theft or suspected theft, by negligence. Liaise with Finance, Chief Auditor and State Solicitor, where necessary. Maintain accurate records and registers of duty No.1 and 2. Prepare associated statistics for relevant authorities. Other duties as directed.

| | | | | |
|---|------------|-------|------|---------|
| *L.23B Finance Officer Grade 2 (Clerk Class 6) | K3740-3915 | Wabag | 1049 | 1.12.78 |
|---|------------|-------|------|---------|

Qualifications: Proven ability to undertake financial investigations including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Successful completion of appropriate training course at Local Government Staff College or equivalent qualification acceptable to the Public Services Commission. Further appropriate training in accountancy desirable. Satisfactory completion of Grade 10, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Decentralisation - *continued*

Duties: Audit and inspect local government authorities including those with established economic ventures. Make recommendations to the local government body on the more efficient usage of its financial resources. Advise and guide council employees and advisers. Direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Advise and assist the Deputy Commissioner for Local Government (District Officer Local Government) in financial matters including those pertaining to the exercise of his statutory powers and responsibilities. Critically examine, report upon and make recommendations in respect of applications for grants and loans and proposals for economic and service ventures; prepare associated projections and reports. Assist and advise on the establishment and operation of low level subsidiary companies. Compile and collate statistical data. Undertake other duties consistent with the above.

| | | | | |
|--|------------|--------------|------|---------|
| M.18 Clerk Class 5 Staff and Salary Clerk | K3285-3440 | Port Moresby | 1050 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Able to supervise and train staff as appropriate. Experience in similar or allied work.

Duties: Process staff and salaries matter for EX ASAG Members, Filipino, United Kingdom, New Zealand and Australian exempted employees. Answer queries relating to such matters as: In-Charge Allowance, Special Leave, Higher Duty Allowance, Leave Fares, Sick Leave, Married Allowance, Leave Entitlement. Process resignation and termination of staff. Compile list of personnel for Departmental Budget preparation. Collate information and forward to appropriate authorities information regarding transfer, changes in airfreight allowance etc. Make travel arrangements. Make and check accommodation for those on leave or returning from leave.

| | | | | |
|-----------------------------------|------------|-------|------|---------|
| *L.23J Finance Officer Grade 1 | K2835-3055 | Kimbe | 1051 | 1.12.78 |
|-----------------------------------|------------|-------|------|---------|

Qualifications: Successful completion of appropriate training at Local Government Staff College or equivalent qualifications acceptable to the Public Services Commission.

Duties: Conduct audits and inspections of smaller and less complex Local Government authorities including those situated in isolation from Provincial Headquarters; provide advice and guidance to council staff and advisers. Prepare reports and draft observations and correspondence arising from audits and inspections; and from critical examinations of estimates and financial returns. Assist Finance Inspectors of a higher level on feasibility studies into proposed ventures, in evaluating applications for loans and grants and in the compilation of statistical data. Undertake other duties consistent with the above.

| | | | | |
|---|------------|--------------|------|---------|
| M.12 Clerk Class 4 Clerk Office Services | K2835-3055 | Port Moresby | 1052 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Able to supervise and train staff as appropriate. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Decentralisation - continued

Duties: Liaise with the Bureau of Management Services for the issue of travel warrants, accommodation warrants, excess baggage warrants and freight warrants. Liaise with the Bureau of Management Services for Departmental stationery requirements. Arrange accommodation for conferences, and for persons attending these and for officers in transfer or on official business and visiting dignitaries. Liaise with Department of Transport, Works and Supply for Departmental transport requirements. Carry out such other duties as directed consistent with the above.

DEPARTMENT OF DEFENCE

| | | | | |
|--------------------|------------|--------------|------|---------|
| IS 3 Clerk Class 3 | K3285-3440 | Port Moresby | 1053 | 1.12.78 |
|--------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Aptitude for Research Work.

Duties: Prepare less important intelligence Assessments and summaries. Assist in the establishment and operation of a National level intelligence collation system. Perform other duties consistent with the above.

| | | | | |
|-------------------|------------|--------------|------|---------|
| D30 Clerk Class 4 | K2835-3055 | Port Moresby | 1054 | 1.12.78 |
|-------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other Educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Liaise with Local Procurement Officers Pattern Management and Units in Contract requirements and initiate and conduct such research into Contract requirements as is required. Liaise with Procurement Officers and Contract Officers on sources of procurement for purchases over K1000. Compile Contract requirements in a form suitable for use in Public Tenders. Compile requests for Certificates of inexpediency. Process unsatisfactory Contractor reports. Supervise Contract Procurement Sub-Section.

| | | | | |
|--------------------|------------|--------------|------|---------|
| A.34 Clerk Class 3 | K2480-2695 | Port Moresby | 1055 | 1.12.78 |
|--------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of other Educational Qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Counter Payments: Exercise cashier duties in the following: Control cash advance from paymaster, write up pay cards, prepare paysheets and effect payment of pay and allowances and living-out allowances, pay claims over counter, maintain cashier's cash book. Reconcile Cash and Vouchers daily with pay master, issue small sub-imprest advances to units as required. Receipt of Public Monies: receive Public Monies over counter and through values Received Register, effect identification of payments dissect against departmental analysis codes, issue receipts and notate appropriate documents. Prepare Receiver's Statement from Receiver's Cash Book. Prepare a Statement of receipts for office distribution and action. Liaise with Ledger Clerk in respect of dissection in the Paymaster's Daily Cash Abstract. Check pay acquittances for summary by Pay Master. Prepare and issue new pay cards. Cancel completed pay cards. Check miscellaneous acquittances of advances, cover with acquittance summary, indicate necessary certificate and forward to examiners (Patrol, Labour Line). Issue "Collect" Treasury Cheque to the prescribed authorities. Carry out other duties as directed consistent with the above.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Defence - continued

| | | | | |
|--------------------|------------|--------------|------|---------|
| D 73 Clerk Class 3 | K2480-2695 | Port Moresby | 1056 | 1.12.78 |
|--------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Recording and controlling the commitment and expenditure resulting from movement funds allocation. Issuing Order Numbers to movement detachment and other Units when approved by the OC Movement Agency for Travel, Freight, Accommodation, Transport Hire and Personal claims. Inform the OC Movement that funds are available, the Commitment and expenditure does not exceed the funds allocation. Checking all claims and submitted for payment, before passing into the Director of Transport Movement for approval. Ensure that the right vote numbers used for certain activities to contain Units and Elements.

| | | | | |
|-------------------|------------|--------------|------|---------|
| A88 Clerk Class 2 | K2195-2480 | Port Moresby | 1057 | 1.12.78 |
|-------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Carry out internal checking of Servicemen's Pay System, including: paybook variation advices, enlistment documents and bank documents, fortnightly trial balances, AWOL stoppage procedures, journal entries for bank allotments, taxation payments, etc. Assist with other checking duties as required. Other duties as directed.

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| D 55 Keyboard Operator Grade 2 | K2410-2545 | Port Moresby | 1058 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: Successful completion of a Course of training approved by the Public Services Commission. Successful completion of a test prescribed by the Commission. Knowledge of Secretarial practices.

Duties: Perform typing and/or shorthand duties for the Chief of Personnel Branch.

| | | | | |
|----------------------------------|------------|--------------|------|---------|
| A49 Keyboard Operator Grade 2 | K2410-2545 | Port Moresby | 1059 | 1.12.78 |
|----------------------------------|------------|--------------|------|---------|

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by the Commission. Knowledge of Secretarial practices.

Duties: Perform typing and other prescribed duties for the Staff at the Pay Office.

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| D 57 Keyboard Operator Grade 1 | K2050-2195 | Port Moresby | 1060 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: Successful completion of a course of Training approved by the Public Services Commission or successful completion of a test prescribed by the Commission. Knowledge of Secretarial practices.

Duties: Perform typing and/or shorthand duties for D. Engineers and Staff.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

DEPARTMENT OF EDUCATION

P17, 18, 19, 20, 21
(5 positions)
Assistant Staff Clerk
Clerk Class 3

K2480-2695

Port Moresby

1061

1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other qualifications acceptable to the Public Services Commission. Previous clerical experience or allied work. Satisfactory completion of a relevant training course required. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare and check source documents for input to the Computer Payroll system. Other duties as directed.

P87, 88 (2 positions)
Assistant Staff Clerk
Clerk Class 3

K2480-2695

Port Moresby

1062

1.12.78

Qualifications: Satisfactory completion of Grade 10, or equivalent. Previous clerical experience. Satisfactory completion of a relevant training course required. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare and check sources documents for input to computer payroll system. Maintain personal records. Other duties as directed.

P.22, 23, 24, 25, 26, 27, 28
(7 positions)
Assistant Staff Clerk
Clerk Class 2

K2195-2480

Port Moresby

1063

1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable the Public Services Commission. Previous clerical experience and satisfactory completion of a relevant training course required. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare source documents for input to the Computer Payroll System. Maintain leave records. Other duties as directed.

P.36, 36A (2 positions)
Assistant Enquiries Clerk
Clerk Class 2

K2195-2480

Port Moresby

1064

1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Satisfactory completion of a relevant training course required. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Follow up enquiries including researching of information and preparation of correspondence. Handle telephone enquiries to successful completion. Other duties as directed.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Education - continued

| | | | | |
|---|------------|--------------|------|---------|
| M 244 Clerical Assistant Grade 3 Assistant Paymaster | K2195-2340 | Port Moresby | 1065 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide clerical experience in staff work, public accounting and stores procedures. Sound knowledge of public service and treasury ordinances. Instructions and Regulations. District experience desirable. Ability to control and train staff.

Duties: Assist the District Administrative Office with particular attention to the following aspects of District and Institution organisation. Fund, establishment and staff control records; preparation of draft estimates; Registry; transport; accommodation; school requisites and stores; monthly and other statistical returns. Supervise and train subordinate staff. Carry out such other duties as directed consistent with the above.

DEPARTMENT OF FINANCE

| | | | | |
|---------------------|------------|--------------|------|---------|
| *X-33 Clerk Class 9 | K6405-6655 | Port Moresby | 1066 | 1.12.78 |
|---------------------|------------|--------------|------|---------|

Qualifications: Tertiary qualifications desirable. Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven administrative ability, experience with economic development projects desirable. Available for immediate inclusion in the Senior Executive Programme. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: The successful applicant will undertake a programme of a training in the duties of position No. 1L.9 the Assistant Secretary (Pro.Co-ord. CC.11) with a view of early promotion to the position subject to satisfactory performance. He will be given the earliest opportunity to take full responsibilities, for duties of position and on so doing will be paid Higher Duties Allowance. Assist the Assistant Secretary (Pro.Co-ord.) in all his duties and required with a view to assuming responsibility for co-ordinating National Development Projects which are funded which require to Services of Assistant Secretary (Pro.Co-ord.). Other relevant duties as directed.

| | | | | |
|--------------------|------------|-----|------|---------|
| *1.8 Clerk Class 8 | K5275-5655 | Lae | 1067 | 1.12.78 |
|--------------------|------------|-----|------|---------|

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Treasury Ordinance, Regulations and procedures. Sound knowledge of Public Service Ordinance, Regulations and Determinations. Experience in Finance and Departmental accounting procedures. Ability to instruct accounting officers. At least 2 years experience as an Audit Inspector or equivalent experience in allied or similar work. Accounting qualifications desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Supervise and instruct subordinate staff of the New Guinea Mainland Regional Office. Inspect accounting activities at Finance, Bureau of Management Services and other Departmental Provincial establishments in the New Guinea Mainland Region, in accordance with the approved inspection programmes. Supervise and control sub-regional officers including provincial officers. Carry out other related duties consistent with the above.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Finance - continued

| | | | | |
|---------------------|------------|--------|------|---------|
| *1.11 Clerk Class 8 | K5275-5655 | Goroka | 1068 | 1.12.78 |
|---------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Treasury Ordinance Regulations, Instructions and Procedures. Sound knowledge of Public Service Ordinance, Regulations and Determinations. Experience in Finance and departmental accounting procedures. Ability to instruct accounting officers. AT least 2 years experience as an Audit Inspector or equivalent experience in allied or similar work. Accountancy qualifications desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties: Supervise and instruct subordinate staff of the Highlands Regional Offices. Inspect accounting activities at Finance, Bureau of Management Services and other Departmental Provincial Headquarters establishments in the Highlands region in accordance with the approved inspection programme. Inspect and report on weakness and irregularities disclosed during inspections and advise accounting officers. Supervise and control sub-regional officers including provincial officers. Carry out other related duties consistent with the above.

| | | | | |
|---------------------|------------|--------------|------|---------|
| *1.22 Clerk Class 8 | K5275-5655 | Port Moresby | 1069 | 1.12.78 |
|---------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Qualifications in accountancy or progress towards accounting desirable. Sound background of Departmental, Departments and/or audit experience. Training ability. AT least 2 years experience as an audit Inspector or equivalent experience in similar or allied work desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Supervise and instruct subordinate staff. To undertake more complex investigations of Departmental activities. Undertake necessary investigations into activities involving major capital commitments prior to expansion of internal audit coverage. Inspect accounting activities at the relative Branches and sections of Finance Headquarters and departmental establishments in Port Moresby. Development procedures for the extension of audit of new areas. Modify and revise existing procedures. Review, appraise the soundness and adequacy of new Departmental procedures in areas subject to internal audit. To provide assistance at a higher level to the O.I.C. of the branch. Other related duties as directed.

| | | | | |
|---------------------|------------|-------|------|---------|
| +1.28 Clerk Class 6 | K3740-3915 | Wewak | 1070 | 1.12.78 |
|---------------------|------------|-------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Treasury Ordinance, Regulations, Instructions and procedures and of Public Service Ordinance and Regulations. Sound experience in government accounting procedures. Ability to instruct Accounting Officers, experience in audit and inspection work or an allied or similar work an advantage. Accountancy qualifications desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Conduct inspections at the BMS (Finance Section), and other departmental establishments, cash officers etc. within the province in accordance with the approved inspection recommendations where necessary. Determine reasons for inaccuracies in accounts and where appropriate assist in remedial action. Carry out related duties consistent with the above.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Finance - *continued*

| | | | | |
|---------------------|------------|--------------|------|---------|
| *1.18 Clerk Class 5 | K3285-3440 | Port Moresby | 1071 | 1.12.78 |
|---------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Progress towards accountancy qualifications desirable. Experience in the Government Accounting desirable.

Duties: Perform less complex audits and investigations of the accounts of departments requiring special attention. Assist in investigations into activities involving major capital commitments prior to extension of internal audit coverage. Prepare reports as appropriate. Assist Finance Inspectors with the performance of the more important and complex audits and investigations and the preparation of reports on matters arising from audit and investigations. Conduct special investigations of Finance nature. Undertake other relevant duties as directed.

| | | | | |
|---------------------|------------|--------|------|---------|
| *1.20 Clerk Class 5 | K3285-3440 | Goroka | 1072 | 1.12.78 |
|---------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Progress towards accountancy qualifications desirable. Experience in the Government Accounting desirable.

Duties: Perform less complex audits and investigations of the accounts of departments requiring special attention. Assist in investigations into activities involving major capital commitments prior to extension of internal audit coverage. Prepare reports as appropriate. Assist Finance Inspectors with the performance of the more important and complex audits and investigations and the preparation of reports on matters arising from such tasks. As necessary, discuss with officers of Department on matters arising from audit and investigations. Conduct special investigations of Finance nature. Undertake other relevant duties as directed.

| | | | | |
|--------------------|------------|--------------|------|---------|
| +1.4 Clerk Class 4 | K2835-3055 | Port Moresby | 1073 | 1.12.78 |
|--------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under direction: carry out detailed audit of accounting records at relative branches and sections of Treasury Headquarters and departmental establishments in Port Moresby, in accordance with approved inspection and audit programmes. Carry out audit of compilation and payment of salaries. Submit reports on weaknesses and inaccuracies disclosed, advise accounting officers of correct procedures and assist in remedial action where appropriate. Other related duties.

| | | | | |
|---------------------|------------|-----|------|---------|
| +1.10 Clerk Class 4 | K2835-3055 | Lae | 1074 | 1.12.78 |
|---------------------|------------|-----|------|---------|

Qualifications: Satisfactory completion of Grade 10 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service. Previous Clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under direction: conduct audits of accounting records at Sub-Treasuries and Treasury establishments in the New Guinea Mainland Region in accordance with approved inspection and audit programme. Inspect minor outstations and departmental stations in the New Guinea Mainland Region in accordance with approved audit and inspection programme. Conduct audit at departmental District Headquarters in the New Guinea Mainland region. Investigate and report on irregularities and weaknesses disclosed during inspections and audits. Submit reports and suggestions as may be necessary. Other related duties.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Finance - *continued*

| | | | | |
|---------------------|------------|--------|------|---------|
| *1.16 Clerk Class 4 | K2835-3055 | Rabaul | 1075 | 1.12.78 |
|---------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but those who think they can do this work should apply.

Duties: Under direction: conduct audits of accounting records at Sub-Treasuries and Treasury establishments in the New Guinea Islands Region in accordance with approved inspection and audit programme. Inspect minor outstations and departmental stations in New Guinea Islands Region in accordance with approved inspection and audit programme. Conduct Audits at departmental District Headquarters in the New Guinea Region. Investigate and report on irregularities and weaknesses disclosed during inspections and audits. Advise Accounting officers of correct procedures and assist in remedial action where appropriate. Submit report and suggestions as may be necessary. Other related duties.

| | | | | |
|---------------------|------------|----------|------|---------|
| *1.27 Clerk Class 4 | K2835-3955 | Mt.Hagen | 1076 | 1.12.78 |
|---------------------|------------|----------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under direction: conduct audits of accounting records at Sub-Treasuries and Treasury establishments in the Office in accordance with approved inspection and audit programmes. Inspect minor outstations and departmental stations in the Highlands Region in accordance with approved inspection and audit programmes. Conduct audits at departmental Provincial Headquarters in the Highlands Region. Investigate and report on irregularities and weaknesses disclosed during inspections and audits. Advise Accounting Officers of correct procedures and assist in remedial action where appropriate. Submit reports and suggestions as may be necessary. Carry out related duties consistent with the above.

| | | | | |
|----------------------|------------|--------------|------|---------|
| MS.29C Clerk Class 2 | K2195-2480 | Port Moresby | 1077 | 1.12.78 |
|----------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist the Administrative Officer in regard to investigation for and arranging provision of: Office accommodation, Office furniture and equipment. Prepare reports relating to conditions of office furniture and equipment including submissions for new purchases to the Office Furniture and Equipment Committee. Establish and maintain an inventory of all office furniture. Liaise with Area Finance Officers to ensure that quarterly stocktake reports are submitted. Arrange for provision of additional telephones or re-allocation of existing extensions. Arrange for annual updating of internal directories. Arrange quarterly stocktake of all office furniture and equipment. Perform other duties related to above as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

| | | | | |
|----------------------------------|-------|--------------|------|---------|
| E.14 Deputy Secretary Level 2 | K8695 | Port Moresby | 1078 | 1.12.78 |
|----------------------------------|-------|--------------|------|---------|

Qualifications: Academic qualifications appropriate to the functions of the Department. Relevant experience and management and organising ability of a high order.

Duties: Under broad guidelines from the Secretary assist him in accepting responsibility for the day-to-day management and control of the Department in carrying out its approved functions. In the absence of the Secretary advise the Minister on policy and other matters associated with Departmental functions.

| | | | | |
|---------------------|------------|--------------|------|---------|
| P 20 Clerk Class 10 | K7155-7410 | Fort Moresby | 1079 | 1.12.78 |
|---------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Protocol work desirable. Knowledge of Vienna Conventions on diplomatic and consular relations and their application desirable. Wide knowledge of Papua New Guinea affairs. Administrative ability essential. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Perform duties of Chief Protocol. Accept responsibility for ceremonial and precedence matters. Liaise with Heads of Foreign Missions and international organisations on questions of their activities, privileges and immunities.

| | | | | |
|---|------------|--------------|------|---------|
| P.2, 13, 28 Clerk Class 9 (3 positions) | K6405-6655 | Port Moresby | 1080 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Tertiary qualifications desirable. Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Relevant training and experience. Analytical ability.

Duties: Undertake at a senior level, political, trade and/or other work at an overseas mission, or direct the work at a section of a Headquarters Branch of the Department.

| | | | | |
|--------------------|------------|--------------|------|---------|
| P.21 Clerk Class 9 | K6405-6655 | Port Moresby | 1081 | 1.12.78 |
|--------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or the possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge of Papua New Guinea affairs. Experience in Protocol and hospitality work desirable. Ability to deal with a wide range of visitors from various countries. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Assist the Chief of Protocol in the Management of the section. Co-ordinate arrangements for overseas travel by P.N.G. parliamentarians and officials. Maintain contact with overseas governments as required. Arrange receptions programmes for Official visitors to Papua New Guinea, including liaison with Immigration, Prime Minister's Department, ministerial staff and other authorities.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Foreign Affairs and Trade - *continued*

T.6, 9 Clerk Class 9
(2 positions) K6405-6655 Port Moresby 1082 1.12.78

Qualifications: Satisfactory completion of Grade 12, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. University degree desirable. Aptitude for policy work. Experience in economic commercial analysis. Ability to supervise staff and projects. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct and control the operations of a section concerned largely with the Development of International Trade Policies. Prepare submissions, briefs and reports and attend meetings, conferences and negotiations. Administer Papua New Guinea's obligations under International Agreements as appropriate.

P.7, 8, 9, 11, 14, 29
Clerk Class 7
(6 positions) K4375-4645 Port Moresby 1083 1.12.78

Qualifications: Tertiary qualifications desirable. Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Relevant training and experience. Analytical ability.

Duties: Undertake political, trade, administrative and/or other work at an overseas mission or participate in the work at a Headquarters Branch of the Department.

T.19 Clerk Class 7 K4375-4645 Port Moresby 1084 1.12.78

Qualifications: Satisfactory completion of Grade 10, or Public Service certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Attitude and ability to undertake research into economic matters.

Duties: Under direction research and prepare briefs for Government and inter-departmental meetings and conferences. Administer legislation, trade programmes and international trade agreements. Carry out investigations and projects consistent with functions of the Trade Division.

MC 39 Clerk Class 7 K4375-4645 Port Moresby 1085 1.12.78

Qualifications: Satisfactory completion of Grade 10, or Public Service certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant citizenship and passport legislation. Ability to interview, assess and write reports as appropriate.

Duties: Responsible for the efficient implementation of Citizenship legislation. Liaise with Provincial Governments and authorities. Prepare policy briefs and submissions and represent the Department on Committees and Boards.

+MC11 Clerk Class 5 K3285-3440 Port Moresby 1086 1.12.78

Qualifications: Satisfactory completion of Grade 10, or Public Service certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Migration Labour legislation. Capacity for report writing and ability to supervise junior staff.

Duties: Direct and supervise the activities of a team of Migration officers to ensure the efficient application of relevant legislation. Carry out research into and report on more complex matters relating to immigrant entry and control.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Foreign Affairs and Trade - continued

| | | | | |
|--|------------|--------------|------|---------|
| MC 20, 28 Clerk Class 4 (2 positions) | K2835-3055 | Port Moresby | 1087 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or Public Service certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to supervise and train junior staff. Officers not holding these educational qualifications but who have relevant training are also eligible and those who think they can do this work should apply.

Duties: Investigate, examine and determine applications from immigrants for periods in excess of two (2) months, for employment, residence, research, missionary work or studying. Provide on-the-job training for junior staff.

| | | | | |
|---------------------|------------|--------------|------|---------|
| MC 29 Clerk Class 3 | K2480-2695 | Port Moresby | 1088 | 1.12.78 |
|---------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or Public Service certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Process more complex applications for entry residence and employment and make appropriate recommendations. Handle enquiries from the General Public. Assist in the supervision and on-the-job training of junior staff.

DEPARTMENT OF HEALTH

| | | | | |
|--|------------|--------------|------|---------|
| MS.2 Specialist Medical Officer (Pathology) | K6910-7155 | Port Moresby | 1089 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Registered as a Specialist Medical Practitioner (Pathologist) under the Medical Services Act. Fellowship of the Royal College of Pathologists of Australia or equivalent post graduate qualification desirable - not less than 5 years experience in the practice of Pathology.

Duties: Port Moresby General Hospital: Responsible to Pathologist-in-charge for Histopathology services, etc. To act as Medical Examiner - Pathologist to the Department of Civil Aviation PNG Region, as required. Prepare articles for publication and special reports. Other duties as required.

| | | | | |
|--------------------------------------|------------|--------------|------|---------|
| MT.52A Scientific Officer Class 2 | K4505-5090 | Port Moresby | 1090 | 1.12.78 |
|--------------------------------------|------------|--------------|------|---------|

Qualifications: A recognised diploma in Medical Technology or a degree in science from an approved University with specialisation in subject appropriate to Medical Technology. Experience in Medical Technology required. Teaching experience and the Diploma in Education for Allied Health Personnel an advantage.

Duties: Organise, plan and teach a course of instruction in Medical Technology at the diploma level. Effect continuous assessment, review and up-grading of course syllabus. Evaluate students in the course, as required. Perform administrative duties required for the effect management and conducting of the course. Other duties as required.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Health - continued

MT.63 Matron Grade 4 K4005-4095 Port Moresby 1091 1.12.78

Qualifications: Registered as a nurse under the P.N.G. Medical Services Ordinance. Post Basic Nursing qualification. Post graduate qualifications in Nursing Education or equivalent. Teaching and administrative ability.

Duties: Control and supervise the school of nursing. Develop and review course syllabus and curricula. Ensure the organisation and co-ordination of classroom teaching, ward and clinical training. Plan recruitment, interview and selection students. Other duties as required.

CH.90D Health Inspector
Grade 3 K3740-3915 Port Moresby 1092 1.12.78

Qualifications: Registered as Health Inspector under Medical Service Act. Wide experience in Health Inspection work. Proven administrative ability. Additional qualification relevant to the duties desirable.

Duties: Organise and assist the conduct of the Department Rural Environmental Health Improvement Programmes throughout P.N.G. Manage and implement pilot project of improved environmental health schemes. Organise and direct the setting up of water advisory and construction teams in provinces. Provide advice to Government, Local Government and Private Organisation and matters relating to rural water supply, waste disposal, village sanitation, vermin control and other environmental sanitation measures. Carry out other duties as directed.

MT.50 Education Officer Class 3
(Senior Tutor) K3590-3740 Port Moresby 1093 1.12.78

Qualifications: Recognised qualifications in education. Appropriate degree or diploma from a recognised University an advantage. Ability to teach paramedical students at up to Post Secondary level on subject matter of Tutorship.

Duties: Carry out the teaching of specialist subject at up to Post Secondary Standard to students and trainees enrolled in all courses at the college, e.g. basic, post basic and diploma. Periodically assist in the review and updating of courses and lessons in conjunction with other training and teaching staff. Assist vocational guidance officers in choices of courses of students. Assist and participate in the planning, organisation, conduct, follow-up and examinations at the College and courses and outside programme. Other duties as directed.

CH.96 Health Inspector
Grade 2 K3285-3440 As required 1094 1.12.78

Qualifications: Certification of Royal Society for Health. Eligible for registration as a Health Inspector under the Medical Services Ordinance. Good experience in Health Inspection work including meat inspection. Certificate of Inspection of meat desirable. Registered as a Health Inspector under Medical Services Act. Good experience in Health Inspection work including meat inspection. Certificate of inspection of meat desirable.

Duties: Supervise the activities of Health Inspectors Grade 1 and Assistant Health Inspectors within Province or Region. Carry periodical inspection of urban and rural areas in the region or province and make evaluation of council environmental sanitation project. Prepare lectures on sanitation for councils, schools and other interested bodies and also for in-service training classes. Prepare exhibits for same. Other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Health - *continued*

| | | | | |
|-----------------------------------|------------|-------------|------|---------|
| CH.99 Health Inspector Grade 2 | K3285-3440 | As required | 1095 | 1.12.78 |
|-----------------------------------|------------|-------------|------|---------|

Qualifications: Certification of Royal Society for Health. Eligible for registration as a Health Inspector under Medical Services Ordinance. Good experience in Health Inspection work including meat inspection. Certificate of Inspection of meat desirable. Registered as a Health Inspector under Medical Services Act. Good experience in Health Inspection work including meat inspection. Certificate of Inspection of Meat desirable.

Duties: Supervise the activities of Health Inspectors Grade I and Assistant Health Inspectors within Province or Region. Carry out periodical inspection of urban and rural areas in the Region or Province and make evaluation of council environmental sanitation project. Prepare lectures on sanitation for councils, schools and other interested bodies and also for in-service training classes. Prepare exhibits for same. Other duties as directed.

| | | | | |
|------------------------------------|------------|-------------|------|---------|
| CH.103 Health Inspector Grade 2 | K3285-3440 | As required | 1096 | 1.12.78 |
|------------------------------------|------------|-------------|------|---------|

Qualifications: Certification of Royal Society for Health. Eligible for registration as a Health Inspector under Medical Services Ordinance. Good experience in Health Inspection work including meat inspection. Certificate of Inspection of Meat desirable. Registered as a Health Inspector under Medical Services Act. Good experience in Health Inspection work including meat inspection. Certificate of Inspection of Meat desirable.

Duties: Supervise the activities of Health Inspectors Grade I and Assistant Health Inspectors within Province or Region. Carry out periodical inspection of urban and rural areas in the region or province and make evaluation of council environmental sanitation project. Prepare lectures on sanitation for councils, schools and other interested bodies and also for in-service training classes. Prepare exhibits for same. Other duties as directed.

| | | | | |
|------------------------------------|------------|-------------|------|---------|
| CH.104 Health Inspector Grade 2 | K3285-3440 | As required | 1097 | 1.12.78 |
|------------------------------------|------------|-------------|------|---------|

Qualifications: Certification of Royal Society for Health. Eligible for registration as a Health Inspector under Medical Services Ordinance. Good experience in Health Inspection work including meat inspection. Certificate of Inspection of meat desirable. Registered as a Health Inspector under Medical Services Act.

Duties: Supervise the activities of Health Inspectors Grade I and Assistant Health Inspectors within Province or Region. Carry out periodical inspection of urban and rural areas in the region or province and make evaluation of council environmental sanitation project. Prepare lectures on sanitation for councils, schools and other interested bodies and also for in-service training classes. Prepare exhibits for same. Other duties as directed.

| | | | | |
|--|------------|--------------|------|---------|
| MT.43 Education Officer Class 2 (English Tutor) | K3205-3590 | Port Moresby | 1098 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Recognised qualification in education. Appropriate degree or diploma from a recognised University an advantage. Ability to teach paramedical students at up to Post Secondary level on subject matter of Tutorship.

Duties: Carry out the teaching of specialist subject at up to Post Secondary Standard to students and trainees enrolled in all courses at the college, e.g. basic, post basic and diploma. Periodically assist in the review and updating of courses and lessons in conjunction with other training and teaching staff. Assist Vocational guidance officers in choices of courses of students. Assist and participate in the planning, organisation, conduct, follow-up and examinations at the college and courses and outside programmes. Other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Health - *continued*

| | | | | |
|---------------------------|-------|--------------|------|---------|
| MT.64 Senior Tutor Sister | K3130 | Port Moresby | 1099 | 1.12.78 |
|---------------------------|-------|--------------|------|---------|

Qualifications: Registered as a nurse under P.N.G. Medical Services Ordinance. Post basic qualification in specialised nursing. Post graduate qualification in Nursing Education or equivalent. Relevant post-graduate experience. Training and administrative ability.

Duties: Carry out the organisation and conduct the registered nurse basic training course. Assist in the development, updating and review of course syllabus and curricula. Organise, co-ordinate and participate in classroom teaching, ward and clinical training. Assist and participate in the examination of registered nurse trainees. Other duties as required.

| | | | | |
|---------------------------|-------|--------|------|---------|
| MT.98 Senior Tutor Sister | K3130 | Rabaul | 1100 | 1.12.78 |
|---------------------------|-------|--------|------|---------|

Qualifications: Registered as a nurse under P.N.G. Medical Services Ordinance. Post-basic Nursing qualification. Post-graduate qualification in Nursing Education desirable. Relevant post-graduate experience. Teaching and administrative ability.

Duties: Assist in the organisation and conduct of the enrolled nurse basic training course. Assist in the development, updating and review of course syllabus and curriculum. Organise and co-ordinate classroom teaching, ward and clinical training. Organise and participate in classroom teaching. Assist in recruitment, interview and selection of trainees. Other duties as required.

| | | | | |
|---------------------------|-------|--------|------|---------|
| MT.99 Senior Tutor Sister | K3130 | Goroka | 1101 | 1.12.78 |
|---------------------------|-------|--------|------|---------|

Qualifications: Registered as a nurse under P.N.G. Medical Services Ordinance. Post-basic Nursing qualification. Post-graduate qualification in Nursing Education desirable. Relevant post-graduate experience. Teaching and administrative ability.

Duties: Assist in the organisation and conduct of the enrolled nurse basic training course. Assist in the development, updating and review of course syllabus and curriculum. Organise and co-ordinate classroom teaching, ward and clinical training. Organise and participate in classroom teaching. Assist in recruitment, interview and selection of trainees. Other duties as required.

| | | | | |
|----------------------------|-------|-------|------|---------|
| MT.238 Senior Tutor Sister | K3130 | Arawa | 1102 | 1.12.78 |
|----------------------------|-------|-------|------|---------|

Qualifications: Registered as a nurse under P.N.G. Medical Services Ordinance. Post-basic nursing qualification. Post-graduate qualification in Nursing Education or equivalent desirable. Relevant post-graduate experience. Teaching and administrative ability.

Duties: Assist in the organisation and conduct enrolled Community Health Nurse basic course. Assist in the development, up-dating and review of course and curricula. Organise and co-ordinate classroom teaching, ward and clinical training. Assist in the recruitment, interview and selection of trainees. Other duties as required.

| | | | | |
|----------------------------|-------|-----------|------|---------|
| MT.212 Senior Tutor Sister | K3130 | Mt. Hagen | 1103 | 1.12.78 |
|----------------------------|-------|-----------|------|---------|

Qualifications: Registered as a nurse under P.N.G. Medical Services Ordinance. Post-basic nursing qualification. Post-graduate qualification in Nursing Education or equivalent desirable. Relevant post-graduate experience. Teaching and administrative ability.

Duties: Assist in the organisation and conduct enrolled Community Health Nurse Basic Course. Assist in the development up-dating and review of course and curricula. Organise and co-ordinate classroom teaching, ward and clinical training. Assist in the recruitment, interview and selection of trainees. Other duties as required.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Health - *continued*

| | | | | |
|---------------------|-------|--------|------|---------|
| MT.159 Tutor Sister | K3055 | Rabaul | 1104 | 1.12.78 |
|---------------------|-------|--------|------|---------|

Qualifications: Registered as a nurse under P.N.G. Medical Services Ordinance. Post-basic qualification in Midwifery. Post-graduate qualification in Nursing Education desirable. Teaching and administrative ability.

Duties: Organise and conduct training course in midwifery. Assist in the development and review of syllabus. Organise and co-ordinate classroom teaching, ward and clinical training. Assist and participate in the planning, organisation, conduct and follow-up of examination of trainees. Other duties as required.

| | | | | |
|-------------------------------|------------|-------------|------|---------|
| MS.820F Social Worker Grade I | K2195-2905 | As required | 1105 | 1.12.78 |
|-------------------------------|------------|-------------|------|---------|

Qualifications: Successful completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Experience in social work, or completion of training course for appointed as a Community Development Officer Grade I. P.N.G. qualification, in social studies or equivalent desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: To establish and develop the practice of professional social work as an integral part of the domiciliary health services. Provide with medical personnel, and domiciliary services including: social investigation and home visits to provide information which the Health Department can use in the cure and prevention of diseases and the promotion of health etc. Develop a research programme which will provide a body of knowledge concerning the social implications of disease, and from this a body of people in the field of Medical Social Work. Other duties consistent with the above and with the profession of medical social work.

| | | | | |
|-------------------------------|------------|-------------|------|---------|
| MS.820G Social Worker Grade I | K2195-2905 | As required | 1106 | 1.12.78 |
|-------------------------------|------------|-------------|------|---------|

Qualifications: Successful completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Social Work, or completion of Training Course for appointee as a Community Development Officer Grade I. P.N.G. Qualification, in social studies or equivalent desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: To establish and develop the practice of professional social work as an integral part of the domiciliary health services. Provide, with medical personnel, domiciliary services including: social investigation and home visits to provide information which the Health Department can use in the cure and prevention of diseases and the promotion of health, etc. Develop a research programme which will provide a body of knowledge concerning the social implications of disease, and from this body of people in the field of medical social work. Other duties consistent with the above and with the profession of medical social work.

| | | | | |
|--|------------|-------------|------|---------|
| MAL.468 Medical Laboratory Assistant Grade 2 | K2195-2340 | As required | 1107 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associate returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographical Reconnaissance. Refer specimens to headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Health - *continued*

| | | | | |
|---|------------|-------------|------|---------|
| MAL.481 Medical Laboratory Assistant Grade 2 | K2195-2340 | As required | 1108 | 1.12.78 |
|---|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associate returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographical Reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|---|------------|-------------|------|---------|
| MAL.488 Medical Laboratory Assistant Grade 2 | K2195-2340 | As required | 1109 | 1.12.78 |
|---|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associate returns. Participate in special Malaria Entomological or Parasitological surveys and Geographical Reconnaissance. Refer specimens to Headquarters Laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|---|------------|-------------|------|---------|
| MAL.490 Medical Laboratory Assistant Grade 2 | K2195-2340 | As required | 1110 | 1.12.78 |
|---|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associate returns. Participate in special Malaria Entomological or Parasitological surveys and Geographical Reconnaissance. Refer specimens to headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|---|------------|-------------|------|---------|
| MAL.495 Medical Laboratory Assistant Grade 2 | K2195-2340 | As required | 1111 | 1.12.78 |
|---|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associated returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographic Reconnaissance. Refer specimens to headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|--|------------|-------------|------|---------|
| MAL.499-500 Medical Laboratory Assistant Grade 2 (2 positions) | K2195-2340 | As required | 1112 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Health - *continued*

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associate returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographical Reconnaissance. Refer specimens to headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|---|------------|-------------|------|---------|
| MAL.509 Medical Laboratory Assistant Grade 2 | K2195-2340 | As required | 1113 | 1.12.78 |
|---|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological and Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associate returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographical Reconnaissance. Refer specimens in headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|--|------------|-------------|------|---------|
| MAL.513-514 Medical Laboratory Assistant Grade 2 (2 positions) | K2195-2340 | As required | 1114 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associated returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographical Reconnaissance. Refer specimens to headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

| | | | | |
|--|------------|-------------|------|---------|
| MAL.518-519 Medical Laboratory Assistant Grade 2 (2 positions) | K2195-2340 | As required | 1115 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of a Malaria Laboratory Training Course and a minimum of one year Malaria Laboratory experience after completion of the course.

Duties: Perform Malaria Entomological or Parasitological Laboratory duties in a field, area or province laboratory or Medical Institution. Record prevalence and incidence rates and prepare associated returns. Participate in special Malaria Entomological or Parasitological Surveys and Geographical Reconnaissance. Refer specimens to headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

DEPARTMENT OF JUSTICE

| | | | | |
|---------------------------------------|-------|--------------|------|---------|
| +E.1 Assistant Secretary (Level 1) | K8165 | Port Moresby | 1116 | 1.12.78 |
|---------------------------------------|-------|--------------|------|---------|

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea. Wide experience in legal problems and procedures.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Justice - continued

Duties: Report to and assist the Secretary for Justice (and the Minister as necessary) in matters concerning all aspects of the Department's functions. Supervise the administration of the laws administered by the Department of Justice and review their operation and develop proposals for amendments, including the supervision of implementation of legislation. Prepare advice for the Minister for Justice on matters referred by him and prepare Cabinet Submissions as directed. Examine, and in consultation with the Judiciary, develop a policy relating to legal practice in Papua New Guinea. Supervise the work of the Public Curator. Assist, recruit professional legal staff.

| | | | | |
|---------------------------------|-------|--------------|------|---------|
| CS.59 Assistant State Solicitor | K7910 | Port Moresby | 1117 | 1.12.78 |
|---------------------------------|-------|--------------|------|---------|

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Direct, control and co-ordinate matters relating to or concerned with Finance, Monetary matters, Banking, Overseas Borrowing, Foreign Investment, commodities and other resources. Advise and assist other Departments on these matters and attend conferences both in Papua New Guinea and overseas. Supervise, control and co-ordinate the Mining and Major Projects Section and the Contracts Section. Perform other duties as required.

| | | | | |
|-----------------------------|------------|--------------|------|---------|
| E.2 Principal Legal Officer | K6910-7155 | Port Moresby | 1118 | 1.12.78 |
|-----------------------------|------------|--------------|------|---------|

Qualifications: Admission to practise as a Barrister and Solicitor of the National Court of Papua New Guinea. Wide experience in legal problems and procedures.

Duties: Assist the Assistant Secretary (Policy Planning and Executive) in the field of Policy and Law Revision. Undertake research into areas of law revision and amendment and liaise with Law Reform Commission on law revision and law reform matters and prepare draft submissions for law reform and revision. Examine and develop policy relating to legal practice in Papua New Guinea. Perform other duties as directed, consistent with the above.

| | | | | |
|----------------------|------------|--------------|------|---------|
| CS.15A Clerk Class 4 | K2835-3055 | Port Moresby | 1119 | 1.12.78 |
|----------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under the direction of a Senior Legal Officer, supervise and control the activities of the Motor Claims Sub-section. Ensure full instructions have been obtained from instructing Departments and assess liability in more obvious cases. Refer more difficult cases and legal questions to Senior Legal Officer for assessment, particularly where the matter is defended. Advise and direct subordinate staff and train all new staff. Other duties consistent with the above.

DEPARTMENT OF LABOUR AND INDUSTRY

| | | | | |
|--|------------|-------------|------|---------|
| FS.3 & 5 Provincial Labour Officer Grade 2 Clerk Class 8 (2 positions) | K5275-5655 | As required | 1120 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or such other qualifications as may be acceptable to the Public Services Commission. Experience appropriate to the duties and responsibilities of the position. Good administrative ability. Ability to write reports. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience, and think they can do the work, should also apply.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Labour and Industry - continued

Duties: Direct and control the activities of the department of Labour and Industry at major district level consisting of the following; Employment placement, Labour inspection, Industrial Relation, Apprenticeship, Technical and Safety. Action as local level where possible, adjustment to branches of legislation and improvement of working conditions (including legal proceedings where necessary). Hear and adjust complaints by employers and employees, settle disputes and stop pages where possible. Carry out appropriate workers compensation investigation. Advise Headquarters on all employment matters in a district.

FS.11 & 13 Provincial Labour Officer

Grade 1 Clerk Class 7

(2 positions)

K4375-4645

As required

1121

1.12.78

Qualifications: Satisfactory completion of Grade 12 or Public Service Higher Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience appropriate. Officers with Grade 10 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct and control the activities of the Department of Labour in a smaller province consisting of the following employment, placement, labour inspection, industrial relations, apprenticeships, technical and safety. Action at local level where possible adjustments to breaches of legislation and improvement of working conditions (including legal proceedings where necessary). Hear and adjust complaints by employers and employees settle disputes wherever possible. Carry out appropriate Worker's Compensation investigation. Advise Headquarters on all employment matters in a province. Other duties as directed.

FS.43 Clerk Class 3

K2480-2695

As required

1122

1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these qualifications but who have relevant experience are also eligible. Previous clerical experience, in similar allied work.

Duties: Responsible to the Provincial Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following; Responsible for the efficient functioning of the Registry including the implementation of registry facilities covering Industrial Safety, Health and Welfare & explosives and inflammable liquids ordinance. Attestation of agreements - (Employment and apprentices) checking of such documents, explanation of terms of agreement, inspection of equipment and issues, scrutiny of licences, authorities, etc. Supervision of final wage payment on termination of agreements, processing of documentation associated therewith. Carry out employment placement duties comprising: interviewing, matching and referring applicants for employment/training. Canvassing vacancies from employers, assist in school leavers programme, collection and maintenance and career information. Prepare correspondence of a reasonably complex nature. Process all types of departmental documentation. Collect Statutory fees and trust moneys. Assist in industrial relations work and conciliation work as required. Such other duties as required consistent with the above.

FS.59, 60 Clerk Class 2

(2 positions)

K2195-2480

As required

1123

1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible. Previous clerical experience preferably including some experience in similar or allied work.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|------------------------------|----------|-------------------------|-----------------------|
|----------------------------|------------------------------|----------|-------------------------|-----------------------|

Department of Labour and Industry - *continued*

Duties: Responsible to the District Labour Officer or other more senior personnel of the Department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following: assistance to more senior personnel to; Attention of Agreements - (Employers and Apprentices.) Checking of such documents, explanation of terms of agreement, inspection of equipment and issues, scrutiny of licences, authorities, etc. Supervision of final wage payment on termination of agreements, processing of documentation associated therewith. Carry out employment placement duties comprising: interviewing, matching and referring applicants for employment training; canvassing vacancies from employers; assist in school leavers programme; collection and maintenance of careers information. Prepare correspondence of a reasonably complex nature. Process all types of Departmental documentation - Collect statutory fees and trust monies. Assist in Industrial Relations work and conciliation as required. Such other duties as required consistent with the above.

DEPARTMENT OF LANDS, SURVEYS AND ENVIRONMENT

PR.1 Assistant Secretary
(Planning & Research)
Clerk Class II

K7910

Port Moresby

1124

1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Extensive knowledge of the political and socio-economic aspects of land in relation to the Governments aims in P.N.G. Sound administrative and analytical ability. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Control and direct investigations into all policy matters relating to land (in particular those arising out of the report of Commission of Enquiry into Land Matters) and recommend new or revised land policies and legislation. Develop a programme for the resolution through Cabinet and the House of Assembly of all issues arising out of the recommendations of the Commission of Enquiry into Land Matters. Develop liaison with Members of the House of Assembly and various organisations and other interested parties to effect acceptable and realistic land policies and laws. Supervise the presentation of material to the Land Research and Policy Committee. Ensure that the relevance to P.N.G. of land policies in other developing countries is studied. Perform other duties as directed.

LD.5 Principal Lands Officer
Clerk Class 10

K7155-7410

Port Moresby

1125

1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven administrative and executive ability of high order. Wide experience in administration of land legislation. Appropriate degree of professional qualifications desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Control and direct the work of the Acquisitions, Allocations, Leases, Conveyancing, Titles and Regional Lands Sections. Prepare the more important submissions and correspondence on these matters. Prepare reports on social, political and economic factors in regard to their effect on land matters. Prepare instructions and advice for District Administration Officers acting in land matters as agents for the Department and authorise proposed action. Co-ordinate the activities of the Regional sections. Ensure efficient planning and oversight of land acquisition and land allocation programmes. Represent the Department on or before Land Boards and ad hoc committees as directed. Provide information on more important land matters to the public and other Departments. Other duties as directed.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Lands, Surveys and Environment - continued

| | | | | |
|--|------------|--------------|------|---------|
| LD.62 Project Officer Clerk Class 9 | K6405-6655 | Port Moresby | 1126 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Tertiary qualifications in the socio-economic field desirable. Wide knowledge of the functions of government departments. Sound knowledge of the relevant legislation. Executive ability of a high order. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Co-ordinate Departmental functions in relation to resource development and other major land development proposals. Represent the Department on associated committees and planning teams. Initiate action to ensure provision of land for resource development and to monitor progress of departmental action connected with projects; identify problem areas and recommend remedial action. Liaise with other departments and authorities in matters of resource development. Prepare reports and recommend actions and special advices to the First Assistant Director. Other duties as directed.

| | | | | |
|------------------------|------------|--------------|------|---------|
| MBG 2 Surveyor Class 3 | K5910-6155 | Port Moresby | 1127 | 1.12.78 |
|------------------------|------------|--------------|------|---------|

Qualifications: Degree in Surveying or equivalent qualifications acceptable to the Public Services Commission. Extensive experience in Geodetic Surveying and Control Surveys for Photogrammetric Mapping.

Duties: Supervise Geodetic and Control Surveys of unusual complexity. Plan and select techniques, allocate and direct the work of a group of survey parties. Develop or upgrade computer programmes for processing of field data and accept responsibility for correctness of calculations. Supervise and co-ordinate the work of consultants. Select and make proposals for purchase of new equipments and initiate development of new techniques. Train professional and non-professional staff.

| | | | | |
|-------------------------|------------|--------------|------|---------|
| MBG 16 Surveyor Class 3 | K5910-6155 | Port Moresby | 1128 | 1.12.78 |
|-------------------------|------------|--------------|------|---------|

Qualifications: Degree in Surveying or equivalent qualifications acceptable to the Public Services Commission. Extensive experience in Geodetic Surveying and Control Surveys for Photogrammetric Mapping.

Duties: Supervise Geodetic and Control Surveys of unusual complexity. Plan and select techniques, allocate and direct the work of a group of survey parties. Develop or upgrade computer programmes for processing of field data and accept responsibility for correctness of calculations. Supervise and co-ordinate the work of consultants. Select and make proposals for purchase of new equipments and initiate development of new techniques. Train professional and non-professional staff.

| | | | | |
|-------------------------------------|------------|--------------|------|---------|
| LD.7 Lands Officer Clerk Class 8 | K5275-5655 | Port Moresby | 1129 | 1.12.78 |
|-------------------------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge of, and experience in administration of Lands Act and related legislation. Ability to investigate and deal with land problems.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|----------------------------|--------------------------|----------|----------------------|--------------------|
|----------------------------|--------------------------|----------|----------------------|--------------------|

Department of Lands, Surveys and Environment - *continued*

Duties: Report and make recommendations in regard to land administration and policy matters within the area. Advise on land situation in area with particular reference to urbanisation of customary land, participation by nationals, land shortages and disputes. Undertake field negotiations in areas of dispute. Liaise with District Commissioner and other authorities as to land availability and planning to meet demand and determine priorities. Advise the community at all levels on established land policy and procedures and recommend amendments if required by local conditions. Investigate and advise on the practicability of undertaking certain functions at the Regional level. Prepare submissions on proposals for future regional structure. Represent the Department at Land Board Meetings. Supervise the collation and maintenance of District records. Represent the Department on District Boards and Committees as required. Responsible for staff training.

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| +MBC 2 Chief Draftsman Grade 1 | K4780-5090 | Port Moresby | 1130 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: A Diploma in Cartography or equivalent. Experienced in all aspects of Cartography with a sound knowledge of photographic and printing techniques. A knowledge of computer procedures desirable.

Duties: Provide assistance to the O.I.C. of the Cartographic Section of the National Mapping Bureau in planning and co-ordinating the activities of the project mapping, standard mapping, hydrographic mapping, photographic, printing and co-ordination sub-sections; assist in ensuring the maintenance of in-service training programme; other duties as directed.

| | | | | |
|--|------------|-------------|------|---------|
| LS.31 Regional Land Development Officer Class 7 | K4375-4645 | As required | 1131 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in land settlement and development. Sound knowledge of land legislation, the economics of rural development and the principles of rural valuations. Good knowledge of customary land tenure systems and utilisation patterns. Administrative ability.

Duties: Administrative and functional control of the Branch's activities in a region. Control of the Branch's finance in a Region and responsible for the Branch's budget estimate for the Region. Systematic investigation of land resources within the Region and submission of detailed proposals for acquisition, utilisation and sub-division of land. Inspection of larger properties for the Department of Lands when required. Investigations and reports on the more complex rural land applications. Liaison with regional representatives of other Departments and agencies within the Region. Represent the Department of Lands on District Committees on more complex matters. Supervise the training of staff. Such other duties as directed.

| | | | | |
|--|------------|-------------|------|---------|
| LS.41 Regional Land Development Officer Class 7 | K4375-4645 | As required | 1132 | 1.12.78 |
|--|------------|-------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Diploma in Agriculture desirable. Wide experience in land settlement and development. Sound knowledge of land legislation, the economics of rural development and the principles of rural valuations. Good knowledge of customary land tenure systems and utilisation patterns.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Lands, Surveys and Environment - *continued*

Duties: Administrative and functional control of the Branch's activities in a Region. Control of the Branch's finance in a Region and responsible for the Branch's budget estimate for the Region. Systematic investigation of land resources within the Region and submission of detailed proposals for acquisition, utilisation and subdivision of land. Inspection of larger properties for the Department of Lands when required. Investigations and reports on the more complex rural land applications. Liaison with regional representatives of other departments and agencies within the Region. Represent the Department of Lands on District Committee's on more complex matters. Supervise the training of staff. Such other duties as directed.

MBC 29 Supervising Draftsman K4005-4240 Port Moresby 1133 1.12.78

Qualifications: Qualified as a Draftsman Grade I. Wide knowledge and experience in all phases of map productions with emphasis on hydrographic publication. Proven ability to supervise and train staff.

Duties: Organise and control the compilation and fairdrawing of hydrographic charts. Examine all phases of completed work. Prepare and maintain hydrographic mapping specifications. Train junior staff.

+MBC 33 Supervising Draftsman K4005-4240 Port Moresby 1134 1.12.78

Qualifications: Qualified as a Draftsman Grade I. Wide knowledge and experience in all phases of topographic mapping with particular emphasis on colour reproduction. Proven ability to supervise staff and train staff.

Duties: Organise and control the compilation and fairdrawing of topographic standard mapping. Examine all phases of completed work. Plan and assist in the field annotation of standard mapping compilations. Train junior staff.

LS.21 Land Development Officer Grade 3 K3740-3915 As required 1135 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of major importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition; sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Report on land applications and improvements on rural holdings. Supervise routine inspections of rural lease holds. Represent the Department on district Committees. Carry out the more complex inspections. Other related duties as directed.

+MBC 34 Senior Draftsman K3510-3665 Port Moresby 1136 1.12.78

Qualifications: Qualified as a Draftsman Grade I. Experienced in map compilation and production. A good knowledge of fairdrawing methods for multi-colour production. Ability to control staff.

Duties: Control the technical operations of the standard mapping compilation sub-section. Examine all phases of completed work. Train junior staff.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Lands, Surveys and Environment - continued

MBC 35 Draftsman Grade 2 K3055-3205 Port Moresby 1137 1.12.78

Qualifications: Qualified as a Draftsman Grade 1. Proven drafting ability with experience in map compilation.

Duties: Compile topographic maps by scribing methods. Compile special project mapping. Assist in training of junior staff.

MBG 7 Technical Officer Grade 2 K3055-3205 Port Moresby 1138 1.12.78

Qualifications: Completion of a course in Surveying or equivalent qualifications acceptable to the Public Services Commission. Some survey experience necessary.

Duties: Under direction carry out minor Geodetic and Photo-control surveys, reconnaissance including placement of trigonometrical station marks, levelling and stadia surveys. Interpret and calculate the results of above.

LS.5, 12, 35, 36, 44
Land Development Officer
Grade 2 (5 positions) K2835-3055 Port Moresby
As required
Lae 1139 1.12.78
Kavieng

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Diploma in agriculture desirable. Practical experience in farm management and land development essential. Ability to carry out investigational and subdivisional surveys and mapping. Administrative ability including ability to organise field.

Duties: Carry out relieving duties in the field as directed. Assist with land development problems as required. Assist Projects Officer as directed.

DEPARTMENT OF MINERALS AND ENERGY

*ME.21 Project Officer -
Field Liaison
Clerk Class 8 K5275-5655 Port Moresby 1140 1.12.78

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in any allied field.

Duties: Collect and collate information on all aspects of the Ok Tedi project (engineering, industrial, environmental, etc.). Prepare appropriate information and relevant programmes to promote better understanding of the Ok Tedi development and related issues. Liaise with Government field offices and other appropriate agencies in the project region to ensure effective use of resources. Ensure that local people are consulted about direction and content of developmental programmes. Undertake field studies and analysis into the needs of local residents. Monitor the field implementation of project activities.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Minerals and Energy - continued

| | | | | |
|--|------------|--------|------|---------|
| *WR.10 Senior Technical Officer Grade 3 | K4375-4645 | Goroka | 1141 | 1.12.78 |
|--|------------|--------|------|---------|

Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission, or a minimum of six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission. Ability to supervise and train subordinate staff.

Duties: Under general direction supervise operations and maintenance of water level and associated recorder stations throughout the country. In consultation with the Computants Section: critically examine all reports, recorder charts, gauging and other field information for adequacy of data; recommend structural modification, relocation, abandonment of station; oversight production of Computer input data for reduction of stream gauging and rainfall records. Conduct special field investigations as necessary and submit reports thereon. Continually review recording techniques, advise on introduction of new equipment. Prepare and implement staff training programmes. Such other duties as directed consistent with the above.

| | | | | |
|--|------------|--------|------|---------|
| *WR.51 Senior Technical Officer Grade 2 | K4005-4240 | Goroka | 1142 | 1.12.78 |
|--|------------|--------|------|---------|

Qualifications: Qualified tradesman with experience and knowledge related to the duties to be performed. Ability to work with minimum supervision.

Duties: Carry out duties of Instrument Mechanic i.e. maintenance of hydrological equipment such as current, meters, water level recorders, hydrologic winches, manometers. Devise and implement a regular maintenance programme. Assist in training programmes. Other allied duties as required.

| | | | | |
|--|------------|--------|------|---------|
| *WR.12 Senior Technical Officer Grade 1 | K3510-3665 | Goroka | 1143 | 1.12.78 |
|--|------------|--------|------|---------|

Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission, or six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission.

Duties: Under direction conduct operations installation and maintenance of water level and associated recorder stations in defined area of activity. Supervise and direct sub-professional and other field staff in the performance of hydrographic duties; including office duties. Responsible for the maintenance of hydrographic records in the defined region. Oversight training of subordinate staff. Undertake investigations of a less significant nature, examine report prepared by subordinate staff. Other duties as directed consistent with the above.

| | | | | |
|---|------------|--------------|------|---------|
| *WR.6 Administrative Assistant Clerk Class 5 | K3285-3440 | Port Moresby | 1144 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound clerical experience with particular emphasis on Administrative subjects. Ability to perform duties of an executive nature and act as Secretary on committees. Proven ability to control, supervise and assist in training of subordinate staff. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Minerals and Energy - continued

Duties: Control and direct the clerical and administrative functions of the Water Resources Branch. When required, act as secretary of committees dealing with subjects, related to Water Resources Act. Prepare non technical correspondence documentation for applications for Water rights and water usage. Ensure all required information is available for consideration by the relevant authorities. Liaise with Lands Division as necessary. Prepare and maintain non technical statistical data and liaise with other authorities and departments. Supervise and, as required, train subordinate staff in Clerical duties. Other duties as directed consistent with the above.

*WR.28-37 Technical Officer

Grade 1

(10 positions)

K2765-2980

Goroka

1145

1.12.78

Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission, or six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission.

Duties: Carry out stream gauging field duties either in charge of a part or as assistant to superior officer. Make preparations for field trips. Assist in the installation, maintenance and calibration of hydrological and meteorological equipment in the office and field. Carry out other routine hydrographic work mainly involving: Stream gauging; computation/check of computation at gauging; collection water level and trail rainfall; strip chart records from established stations; measurement of stream bed course-sections, flood slopes etc. using various survey instruments. Prepare reports on field trips. Supervise and instruct subordinates including day labour personnel. Other duties as directed.

A.11 Clerk Class 2

K2195-2480

Port Moresby

1146

1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Examine all files passing through the Registry to ensure: Adequate indexing of outwards correspondence and internal minutes; attachments, activities, etc, do not become disassociated from appropriate files. All action is completed before file is put away or placed in resubmit. All non-current files are classified for Archival requirements. Prepare precis of inward correspondence to be indexed. Search index for file numbers for unreferenced inward correspondence. Maintain, precedent and subject index. Open inward mail, sort correspondence for claims, returns, etc. time and date-stamp all papers and enter details of monies received in Remittance Book. Maintain Archival records. Initiate action in searches for missing files. Carry out other duties as directed, consistent with the above.

A.7 Clerk Class 2

K2195-2480

Port Moresby

1147

1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare routine correspondence and advices relating to leave and furlough, increments, allowance and promotions and transfers. Maintain up-to-date accurate records and statistics for all persons employed under labour awards. Prepare data for annual estimates and reviews. Prepare periodic returns and statistics. Carry out other duties as directed consistent with the above.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

Duties: Plan and supervise all pathological work in the country. Direct and undertake disease surveys and maintain up-to-date records of the pathological situation in the country. Direct and undertake research into specific pathological problems and the methods of control. Organise routine pathological identification within the country. Plan and supervise pathological work of junior staff. Advise on pathological aspects of plant quarantine. Carry out other duties as directed, consistent with the above.

*OIA AHA 702 Scientific Officer

Class 4

(Principal Horticulturist) K6910-7155 As required 1152 1.12.78

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in fruit and vegetable production methods, preferably in the tropics. Proven administrative ability.

Duties: Co-ordinate and direct surveillance of field production methods and problems encountered in fruit and vegetable production in all parts of Papua New Guinea. Co-ordinate and direct evaluation of existing resources of fruit and nut trees and development or propagating units to supply high quality planting material. Co-ordinate and direct field trials and demonstrations of improved varieties and production techniques and adaptation of established techniques to localised requirements. Evaluate and interpret results of surveys and trials and make recommendations based thereon to industry and Departmental Officers. Maintain under regular review the work programmes of all subordinate horticulturists. Compile and approve for publication scientific and all extension publications relating to fruit and vegetable production.

*OIA AAA 202 Scientific Officer

Class 4

(Principal Agronomist) K6910-7155 As required 1153 1.12.78

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such educational qualifications as may be acceptable to the Public Services Commission PSB 273/73 WEF 10/7/73. Extensive experience in tropical agronomy and production and processing of tropical crops. Proven administrative ability.

Duties: Perform duties of Officer-in-Charge of a major agronomy experiment station. Design short and long term programmes of station development to obtain balanced use of field and laboratory facilities. Maintain under constant review individual experiment programmes of all subordinate professional and technical staff. Evaluate and interpret experiment results and field experience with crops and make recommendations based thereon for industry and departmental officers. Devise and prepare in-service training programmes for professional and sub-professional officers. Maintain contact with extension staff, farmers and farmers' organisations and plan field days and appropriate publicity on agronomic research findings. Prepare briefing material for and attend national and international conferences. Compile and approve for publication technical articles and reports.

*OIA EEA 008 Clerk Class 9

(Senior Area Economist)

K6405-6655 As required 1154 1.12.78

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Considerable experience in rural economic and marketing survey, and planning.

Duties: Ensure the provision of farm management advice and services to Departmental staff, rural producers and produce organisations. Arrange and assist with training programmes in farm management and rural marketing economics of Departmental staff and rural producers. Other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

| | | | | |
|--|------------|---|------|---------|
| OIA TVA 002 Rural Development Officer Class 4 (Deputy Principal) | K6405-6655 | Rabaul Vudal Agricultural College | 1155 | 1.12.78 |
|--|------------|---|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Assist and upon request, deputise for the Principal in the exercising or responsibility for the functioning of the College. Co-ordinate management and professional activities of the College as required. Carry out such duties expected of a Lecturer as the efficient functioning of the College requires or permits. Carry out other approved related duties.

| | | | | |
|---|------------|--------------|------|---------|
| OIA APA 605 Scientific Officer Class 3 (Senior Plant Pathologist) | K5910-6155 | Port Moresby | 1156 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good post-graduate in plant pathology. Administrative ability.

Duties: Plan, allocate and co-ordinate work within an approved programme and manage control subordinate staff. Supervise and control a plant pathology laboratory at a designated experiment station. Evaluate, finalise, modify and review reports, orders and instructions. Conduct investigations into the incidence, causes and control of specific diseases of economic importance or the microbiological factors in plant nutrition. Determine and accept responsibility for techniques and methods required for advanced studies of specific problems. Initiate, undertake and direct research projects in a specific field with the plant pathology section. Give professional advice as required. Prepare scientific and technical articles for publication dealing with investigations into diseases of economic importance and recommend control measures. Carry out other duties as directed, consistent with the above.

| | | | | |
|--|------------|--------------|------|---------|
| *OIA ACA 913 Scientific Officer Class 3 (Senior Chemist) | K5910-6155 | Port Moresby | 1157 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Degree in Agricultural Science or Science with a major in Chemistry Soil Science or Plant Physiology from a recognised University. Extensive post graduate experience in plant nutrition. Administrative ability.

Duties: Plan and supervise the activities of a major sub-section of the Plant Nutrition Section. Prepare and accept responsibility for reports originating within the sub-section. Prepare submission on complex technical matters. Originate and recommend support programmes of laboratory and field investigations by other sections. Conduct advanced studies and research in specified field. Liaise with other departments, authorities or scientific bodies in any related field of competence. Prepare material for publication. Carry out other duties as directed, consistent with the above.

| | | | | |
|--|------------|--------------|------|---------|
| *OIA ACA 904 Scientific Officer Class 3 (Senior Chemist) | K5910-6155 | Port Moresby | 1158 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Degree from a recognised University in Agricultural Science or Science with a major in Chemistry or an appropriate degree and specific training in Technology. Good post graduate experience in a particular aspect of chemistry. Administrative ability.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - continued

Duties: Plan and supervise the activities of a major sub-section of the Agricultural Chemistry Section. Prepare and accept responsibility for reports originating with the sub-section. Evaluate, modify, finalise and review reports and instructions and prepare submissions on complex technical matters. Responsible for initiation and performance of more complex investigations and research in various fields. Determine and accept responsibility for techniques and methods required for more complex analyses and tests. Originate and recommend support programmes of laboratory and field investigations by other sections. Give professional advice within and without the Department. Carry out other duties as directed, consistent with the above.

*OIA AHA 709 Scientific Officer

Class 3

| | | | | |
|-----------------------|------------|-------------|------|---------|
| Senior Horticulturist | K5910-6155 | As required | 1159 | 1.12.78 |
|-----------------------|------------|-------------|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in horticultural crop production methods and breeding and variety evaluation, preferably in the tropics. Publication of scientific papers or reports.

Duties: Plan supervise and control agronomic investigation on all types of fruit and nut crops or vegetable crops throughout Papua New Guinea. Develop and supervise programmes of introduction, selection, breeding, evaluation and propagation of fruit and nut crops or vegetable crops. Correlate and interpret experimental data resulting from the above investigations. If required: perform duties of the Officer-in-Charge of an experiment station with administrative control over all staff and activities of the station. Check and accept responsibility for reports and papers dealing with breeding and agronomy of fruit and nut crops or vegetable crops. Liaise with other institutions or scientific bodies working in related fields. Prepare briefing material for and attending national and international conferences.

*OIA AHA 708 Scientific Officer

Class 3

| | | | | |
|-----------------------|------------|-------------|------|---------|
| Senior Horticulturist | K5910-6155 | As required | 1160 | 1.12.78 |
|-----------------------|------------|-------------|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in horticultural crop production methods and breeding and variety evaluation, preferably in the tropics. Publication of scientific papers or reports.

Duties: Plan, supervise and control agronomic investigations on all types of fruit and nut crops or vegetable crops throughout Papua New Guinea. Develop and supervise programmes of introduction, selection, breeding, evaluation and propagation of fruit and nut crops or vegetable crops. Correlate and interpret experimental data resulting from the above investigations. If required: perform duties of the OIC of an experiment station with administrative control over all staff and activities of the station. Check and accept responsibility for reports and papers dealing with breeding and agronomy of fruit and nut crops or vegetable crops. Liaise with other institutions or scientific bodies working in related fields. Prepare briefing materials for an attend national and international conferences. Prepare material, for publication and give advice to departmental offices and industry. Supervise work of subordinate horticulturists. Carry out other duties as directed, consistent with the above.

Vacancies - *Continued*

| Position No. & Designation. | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|-----------------------------|---------------------------|----------|----------------------|--------------------|
|-----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

OIA AAA 207 Scientific Officer

Class 3

(Senior Agronomist)

K5910-6155

As required

1161

1.12.78

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive post graduate experience in tropical agronomy. Proven administrative ability.

Duties: Perform duties of Officer-in-Charge of an agronomy experiment station or of all agronomic investigations on a major crop or cropping system. Maintain surveillance or agronomic aspect of production of a major crop or cropping system and advise and implement a programme of experiment work aimed at crop improvement and finding practical solutions to agronomic problems. Correlate and interpret results of all experiments and field observations and give professional advice to departmental officers and industry. Check and accept reports dealing with agronomy of the crop speciality and prepare articles for publication. Liaise with other authorities of scientific bodies working in related fields. Prepare briefing material for an attend national and international conferences. Perform other duties as directed, consistent with the above.

*OIA AEA 425 Scientific Officer

Class 3

(Senior Entomologist)

K5910-6155

As required

1162

1.12.78

Qualifications: Degree in Agricultural Science or Science with a major in Entomology from a recognised University. Good post graduate experience in Economic entomology.

Duties: Plan allocate and co-ordinate work within an approved programme and manage control subordinate staff. Supervise and control entomology laboratory. Evaluate, finalise, modify and review reports and instruction. Undertake identification and study of bionomics as specified insect pests. Determine and accept responsibility for techniques and methods used in these studies. Initiate, undertake and direct research work on a national basis in a specified field of economic entomology. Undertake development and trials of pest control methods on an economic scale. Give professional advice as required. Prepare scientific and technical articles and reports dealing with identification and control of insect pests in accordance with extension and development staff requirements. Carry out other duties as directed, consistent with the above.

OIA TVA 003 Rural Development

Officer Grade 4

(Senior Lecturer Livestock)

K5275-5655

Rabaul

Vudal

College

1163

1.12.78

Qualifications: Diploma in Agriculture or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Supervise and co-ordinate the work of lecturing staff in a related field of study, taking responsibility for the planning, organising conducting and assessing of the courses within the field. Keep informed of the training required by rural development staff and related categories in Papua New Guinea. Keep informed on courses of study followed by other institutions with similar aims and activities. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Provide personal and professional counselling and guidance services for students and junior staff. Advise the Principal on the quality of work performed by subordinate staff and on the progress of students. Advise the Principal on the supply and maintenance of materials and equipment related to the field study. Perform duties as directed consistent with the above.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

| | | | | |
|---|------------|----------------------------|------|---------|
| OIA TVA 004 Rural Development Officer Grade 4 Senior Lecturer Crops | K5275-5655 | Rabaul Vudal College | 1164 | 1.12.78 |
|---|------------|----------------------------|------|---------|

Qualifications: Diploma in Agriculture or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Supervise and co-ordinate the work of lecturing staff in a related field of study, taking responsibility for the planning, organising, conducting and assessing of the courses within the field. Keep informed of the training required by rural development staff and related categories in Papua New Guinea. Keep informed on courses of study followed by other institutions with similar aims and activities. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Provide personal and professional counselling and guidance services for students and junior staff. Advise the Principal on the quality of work performed by subordinate staff and on the progress of students. Advise the Principal on the supply and maintenance of materials and equipment related to the field of study. Perform duties as directed consistent with the above.

| | | | | |
|--|------------|--|------|---------|
| OIA TVA 006 Rural Development Officer Grade 4 (Senior Lecturer Farm Management) | K5275-5655 | Rabaul Vudal Agricultural College | 1165 | 1.12.78 |
|--|------------|--|------|---------|

Qualifications: Diploma in Agriculture or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Supervise and co-ordinate the work of lecturing staff in a related field of study, taking responsibility for the planning, organising, conducting and assessing of the courses within the field. Keep informed of the training required by rural development staff and related categories in Papua New Guinea. Keep informed on courses of study followed by other institutions with similar aims and activities. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Provide personal and professional counselling and guidance services for students and junior staff. Advise the Principal on the supply and maintenance of materials and equipment related to the field of study. Perform duties as directed consistent with the above.

| | | | | |
|---|------------|--------------|------|---------|
| *OIA EPA 002, 003 Rural Development Officer Class 2 (Project Planning Officer) (2 positions) | K4505-5090 | Port Moresby | 1166 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Good experience and sound knowledge of Agricultural, Fisheries and Livestock Industries, etc.

Duties: Assist in the preparation of national plans relating to agricultural, livestock and fisheries development including the national commodity and industry plans. Assist in the preparation of area or special project plans including those for international aid funding. Liaise with other staff, Departments and Provincial or Area Authorities in the preparation of rural development plans to ensure the integration of such plans with national, industry or special project planning. Assist in monitoring and reviewing all plans involving agriculture and livestock development. Other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

*OIA APA 606 Scientific Officer
Class 2 (Plant Pathologist) K4505-5090 Port Moresby 1167 1.12.78

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post graduate experience in plant pathology.

Duties: Undertake plant disease identification in a specific field of specialisation in pathology and advise on control measures. Control, plan, allocate and co-ordinate activities of a laboratory or section of a laboratory according to an approved programme. Plan and develop investigations into particular problems associated with the field of specialisation. Initiate and implement experiments in disease control methods. Prepare scientific and technical articles dealing with the particular field of specialisation, and compile reports on investigations and identifications. Supervise training of subordinate staff. Carry out other duties as directed, consistent with the above.

*OIA ACA 905 Scientific Officer
Class 2 (Senior Chemist) K4505-5090 Port Moresby 1168 1.12.78

Qualifications: Degree in Agricultural Science or Science with a major in Chemistry from a recognised University. Good post graduate experience in Agricultural Chemistry.

Duties: Perform more important chemical investigations requiring professional skill and experience. Control, plan, allocate and co-ordinate activities of a laboratory or section of a laboratory according to an approved programme. Carry out difficult and complex analyses. Supervise training of subordinate staff. Make unreviewed technical decisions on details of work under control. Conduct applied research in the field of general chemistry or food technology. Make some original contribution and/or apply new approaches to develop or modify methods and techniques. Maintain complex equipment. Carry out other duties as directed, consistent with the above.

*OIA TVA 007 Rural Development
Officer Grade 3 Rabaul
(Lecturer - Crops) K4375-4645 Vudal Agricultural College 1169 1.12.78

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra curricula duties as directed consistent with the above.

*OIA TVA 010 Rural Development
Officer Grade 3 Rabaul
(Lecturer - Farm Management) K4375-4645 Vudal Agricultural College 1170 1.12.78

Qualifications: Diploma in Agriculture or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

| | | | | |
|---|------------|---|------|---------|
| *OIA TVA 011 Rural Development Officer Grade 3 (Lecturer - Farm Management) | K4375-4645 | Rabaul Vudal Agricultural College | 1171 | 1.12.78 |
|---|------------|---|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

| | | | | |
|---|------------|---|------|---------|
| *OIA TVA 012 Rural Development Officer Grade 3 (Lecturer - Extension) | K4375-4645 | Rabaul Vudal Agricultural College | 1172 | 1.12.78 |
|---|------------|---|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

| | | | | |
|---|------------|---|------|---------|
| O1A TVA 013-015 Rural Development Officer Grade 3 (Lecturer) (3 positions) | K4375-4645 | Rabaul Vudal Agricultural College | 1173 | 1.12.78 |
|---|------------|---|------|---------|

Qualifications: Diploma in Agriculture or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Act as lecturer in charge of a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experiences in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|--|------------|---|------|---------|
| OIA TVA 025 Rural Development Officer Grade 3 (Farm Manager) | K4375-4645 | Rabaul Vudal Agricultural College | 1174 | 1.12.78 |
|--|------------|---|------|---------|

Qualifications: Diploma in Agriculture, or equivalent, or such other qualifications acceptable to the Commission. Experience and background appropriate to the duties of the position.

Duties: In consultation with the Principal, plan and implement the development of the college teaching farm and farm facilities. Liaise with the Principal and Senior College Staff to co-ordinate the day-to-day field operations on the College Farm. Take responsibility for the machinery and equipment of the farm and ensure that it is used and maintained properly. Direct and supervise the farm employees, instructing them and developing their skills in all farming operations. Assist lecturing staff in the planning and provision of field instruction exercises. As required, establish, maintain and harvest field trial plots and seed multiplication gardens. Perform other duties related to these duties as required.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - continued

| | | | | |
|--|------------|---------------------------------------|------|---------|
| OIA TPA 004 Rural Development Officer Grade 3 (Lecturer - Crops) | K4375-4645 | Popondetta Agricultural College | 1175 | 1.12.78 |
|--|------------|---------------------------------------|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

| | | | | |
|---|------------|---------------------------------------|------|---------|
| *OIA TPA 007 Rural Development Officer Grade 3 (Lecturer - Crops) | K4375-4645 | Popondetta Agricultural College | 1176 | 1.12.78 |
|---|------------|---------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecturer in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|--|------------|---------------------------------------|------|---------|
| OIA TPA 010 Rural Development Officer Grade 3 (Lecturer - Farm Management) | K4375-4645 | Popondetta Agricultural College | 1177 | 1.12.78 |
|--|------------|---------------------------------------|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

| | | | | |
|---|------------|---------------------------------------|------|---------|
| *OIA TPA 011 Rural Development Officer Grade 3 (Lecturer - Extension) | K4375-4645 | Popondetta Agricultural College | 1178 | 1.12.78 |
|---|------------|---------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecturer in a specified subject area. Arrangement and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

| | | | | |
|--|------------|---------------------------------------|------|---------|
| 01A TPA 013 Rural Development Officer Grade 3 (Lecturer - Livestock) | K4375-4645 | Popondetta Agricultural College | 1179 | 1.12.78 |
|--|------------|---------------------------------------|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

| | | | | |
|---|------------|---------------------------------------|------|---------|
| *01A TPA 014 Rural Development Officer Grade 3 (Lecturer - Livestock) | K4375-4645 | Popondetta Agricultural College | 1180 | 1.12.78 |
|---|------------|---------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecturer in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *01A THA 004 Rural Development Officer Grade 3 (Lecturer - Livestock) | K4375-4645 | Mt. Hagen Agricultural College | 1181 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecturer in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *01A THA 005 Rural Development Officer Grade 3 (Lecturer - Extension) | K4375-4645 | Mt. Hagen Agricultural College | 1182 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecturer in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

Vacancies - *Continued*

| Position No. & Designations | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|-----------------------------|---------------------------|----------|----------------------|--------------------|
|-----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

| | | | | |
|--|------------|--------------------------------------|------|---------|
| OIA THA 006 Rural Development Officer Grade 3 (Lecturer - Livestock) | K4375-4645 | Mt. Hagen Agricultural College | 1183 | 1.12.78 |
|--|------------|--------------------------------------|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *OIA THA 007 Rural Development Officer Grade 3 (Lecturer - Extension) | K4375-4645 | Mt. Hagen Agricultural College | 1184 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *OIA THA 008 Rural Development Officer Grade 3 (Lecturer - Farm Management) | K4375-4645 | Mt. Hagen Agricultural College | 1185 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|--|------------|--------------------------------------|------|---------|
| OIA THA 011 Rural Development Officer Grade 3 (Lecturer - Farm Management) | K4375-4645 | Mt. Hagen Agricultural College | 1186 | 1.12.78 |
|--|------------|--------------------------------------|------|---------|

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties as directed consistent with the above.

Vacancies - *Continued*

| Position No, & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *OIA THA 012 Rural Development Officer Grade 3 (Lecturer - Crops) | K4375-4645 | Mt. Hagen Agricultural College | 1187 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *OIA THA 014 Rural Development Officer Grade 3 (Lecturer - Livestock) | K4375-4645 | Mt. Hagen Agricultural College | 1188 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: A Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Lecture in a specified subject area. Arrange and administer lectures, demonstrations, assessments, practical and field experience in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra-curricula duties related to the work of the Institute. Carry out other duties as directed consistent with the above.

| | | | | |
|--|------------|--------------------------------------|------|---------|
| OIA THA 024 Rural Development Officer Grade 3 (Farm Manager) | K4375-4645 | Mt. Hagen Agricultural College | 1189 | 1.12.78 |
|--|------------|--------------------------------------|------|---------|

Qualifications: Diploma in Agriculture, or equivalent, or such other qualifications as may be acceptable to the Commission. Experience in station management and in the organisation and control of labour. Managerial ability.

Duties: In consultation with the Principal, plan and implement the development of the college teaching farm and farm facilities. Liaise with the Principal and Senior College staff to co-ordinate the day-to-day field operations on the College Farm. Take responsibility for the machinery and equipment of the farm and ensure that it is used and maintained properly. Direct and supervise the farm employees, instructing them and developing their skills in all farming operations. Assist lecturing staff in the planning and provision of field instruction exercises. As required, establish, maintain and harvest field trial plots and seed multiplication gardens. Perform other duties related to these duties as required.

| | | | | |
|---|------------|--------------------------------------|------|---------|
| *OIA THA 022 Clerk Class 7 Senior Lecturer (Rural Technology) | K4375-4645 | Mt. Hagen Agricultural College | 1190 | 1.12.78 |
|---|------------|--------------------------------------|------|---------|

Qualifications: Degree or Diploma in Agricultural Engineering or equivalent with appropriate specialist studies or possession of such other qualifications as may be acceptable to the Public Services Commission. Appropriate experience and background for the position.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - continued

Duties: Plan, supervise and co-ordinate the work of locating staff in Rural Technology taking responsibility for the organising, conducting and assessing of courses in this field. Keep informed of the technical training required by rural development staff and related field workers in Papua New Guinea. Participate in enquiries and investigations relevant to Rural Technology syllabuses and methods of teaching them. Provide personal and professional counselling and guidance for junior staff and students. Advise the Principal on all matters related to Rural Technology training. Advise the Principal on the supply and maintenance of materials and equipment related to this field of study. Perform other duties as directed consistent with the above.

| | | | | |
|---|------------|-------------------------|------|---------|
| OIA TVA 023 Clerk Class 7 (Senior Lecturer - Technology) | K4375-4645 | Rabaul Vudal College | 1191 | 1.12.78 |
|---|------------|-------------------------|------|---------|

Qualifications: Degree or Diploma in Agricultural Engineering or equivalent with appropriate specialist studies, or possession of such other qualifications as may be acceptable to the Public Services Commission. Appropriate experience and background for the position.

Duties: Plan, supervise and co-ordinate the work of lecturing staff in Rural Technology taking responsibility for the organising, conducting and assessing of courses in the field. Keep informed of the technical training required by rural development staff and related field workers in Papua New Guinea. Participate in enquiries and investigations relevant to rural technology syllabuses and methods of teaching them. Provide personal and professional counselling and guidance for junior staff and students. Advise the Principal on all matters related to Rural Technology training. Advise the Principal on the supply and maintenance of materials and equipment related to this field of study. Perform other duties as directed consistent with the above.

| | | | | |
|---|------------|--------------|------|---------|
| *OIA ESA 004 Clerk Class 7 (Rural Survey Statistician) | K4375-4645 | Port Moresby | 1192 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Appropriate University degree in appropriate subjects of equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in Statistical methods and experience in designing conduct and analysis of surveys, preferably in rural areas.

Duties: Responsible to the Rural Statistician for the Organisation and the conduct of the Department's Rural Surveys. Assist in the Designing of rural census and sample surveys. Conduct Rural Censuses and sample surveys, including the recruitment, training and supervision of survey field staff. Responsible for the quality of the Data Collection and the preparation of field reports. Undertake the training of field staff in rural statistical survey methods. Carry out such other duties as directed, consistent with the above.

| | | | | |
|---|------------|-------------|------|---------|
| *OIA EEA 017 Clerk Class 7 (Area Agricultural Economist) | K4375-4645 | As required | 1193 | 1.12.78 |
|---|------------|-------------|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the economics of rural industries.

Duties: Assist provincial or area staff in the preparation of rural development plans, in important and more complex areas. Undertake economic, marketing and statistical research and surveys of rural industries necessary for the formulation and implementation of area, provincial and national rural development plans. Provide advice on the farm management, economic and marketing aspects of rural enterprises to departmental staff and rural producers. Collect, compile and analyse statistical and other survey data necessary for the above. Assist in Departmental training programmes. Other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry.- *continued*

*OIA ESA 005 Clerk Class 6
(Senior Rural Survey Officer) K3740-3915 Port Moresby 1194 1.12.78

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the conduct and analysis of survey.

Duties: Assist with the organisation and conduct of the Department's surveys. Assist with the design of rural census and surveys. Assist with the conduct of rural censuses and sample surveys including the recruitment training and supervision of field staff. Undertake the collection and compilation of statistics or rural Smallholder Agricultural Industries. Carry out such other duties as directed, consistent with the above.

*OIA TTA 005 Education Officer
Class 3
(Lecturer - General Studies) K3590-3740 Popondetta Agricultural College 1195 1.12.78

Qualifications: Trained Teachers Certificate or equivalent, with an appropriate degree desirable. Experience in Teaching English or Mathematics at advanced secondary level.

Duties: In consultation with specialist lecturing staff prepare and conduct classes, tutorials and teaching exercises in English and Mathematics relevant to the students' needs in following the rural development curriculum and in their subsequent careers. Perform extra-curricula duties related to the work of the college. Carry out other duties as directed related to the above.

*OIA TTA 006 Education Officer
Class 3
(Lecturer - General Studies) K3590-3740 Popondetta Agricultural College 1196 1.12.78

Qualifications: Trained Teachers Certificate or equivalent, with an appropriate degree desirable. Experience in Teaching English or Mathematics at advanced secondary level.

Duties: In consultation with specialist lecturing staff prepare and conduct classes, tutorials and teaching exercises in English and Mathematics relevant to the students' needs in following the rural development curriculum and in their subsequent careers. Perform extra-curricula duties related to the work of the College. Carry out other duties as directed related to the above.

OIA TPA 017 Education Officer
Class 3
(Lecturer - General Studies) K3590-3740 Popondetta Agricultural College 1197 1.12.78

Qualifications: Trained Teachers Certificate or equivalent, with an appropriate degree desirable. Experience in Teaching English or Mathematics at advanced secondary level.

Duties: In consultation with specialist lecturing staff prepare and conduct classes, tutorials and teaching exercises in English and Mathematics relevant to the Students' needs in following the rural development curriculum and in their subsequent careers. Perform extra-curricula duties related to the work of the college. Carry out other duties as directed related to the above.

OIA MPA 308 Clerk Class 4 K2835-3055 Port Moresby 1198 1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - continued

Duties: Supervise and train subordinate staff in processing staff matters for regional division of the Department's total personnel establishment and in particular: check and sign salary, leave, special allowance and superannuation advices. Ensure maintenance of adequate personnel records and staff statistics. Assist with the preparation of salaries estimates. Process engagements and terminations of staff. Deal with more involved correspondence. Carry out other duties as directed, consistent with the above.

*OIA MPA 326 Clerk Class 4 K2835-3055 Port Moresby 1199 1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and train subordinate staff in processing staff matters for Overseas Officers, in particular: Check salary, leave, special allowance and superannuation advices. Ensure maintenance of adequate personnel records and staff statistics. Process engagements and terminations of staff. Deal with more involved correspondence. Carry out other duties as directed, consistent with the above.

*OIA ESA 008 Clerk Class 4
(Statistics Clerk) K2835-3055 Port Moresby 1200 1.12.78

Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the use of statistical techniques and some training in Statistical methods desirable. Studies towards completion of appropriate University degree desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the collection, tabulation analysis and interpretation of statistical and other sample survey data. Prepare appropriate reports in connection with the above. Prepare and co-ordinate statistical data for publication. Research and prepare data for replies to questions on rural statistics from the National Parliament, Government Departments, FAO and other international agencies, Universities and other private bodies. Carry out such other duties as directed consistent with the above.

OIB FDS 007, 008, 009
Rural Development Technician
Grade 3
(3 positions) K2765-2980 Mendi 1201 1.12.78

Qualifications: Certificate in Agriculture, or equivalent or such other qualifications be acceptable to the Public Services Commission. Ability to supervise and train subordinate staff.

Duties: Carry out the day-to-day management of a 50 hectare coffee plantation. Implement the development programme supplied by the Development Authority. Liaise with the local plantation management committee. Carry out such other duties as directed, consistent with the above.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - continued

| | | | | |
|--|------------|---|------|---------|
| OIA TVA 108 Rural Development Technician Grade 2 (Field Instructor - Crop) | K2545-2695 | Rabaul Vudal Agricultural College | 1202 | 1.12.78 |
|--|------------|---|------|---------|

Qualifications: Certificate in agriculture, or equivalent, or such other qualifications acceptable to the Public Services Commission. Appropriate field experience.

Duties: Undertake as directed any, or any combination of the following duties: Farm management advisory work at the village/smallholder level. Supervise and counsel rural youth organisations. Advise and consult with Rural Organisation, e.g. Rural Progress Societies. Initiate and supervise minor rural development projects. Assist in training at the junior staff, farmer trainee and student level. Undertake skill training sessions of a husbandry farm system complex, (e.g. harvesting and processing). Submit technical reports on any of the above operations. Supervise and demonstrate the operation of farm and processing machinery. Perform other duties consistent with the above.

| | | | | |
|---|------------|---|------|---------|
| OIA TVA 109 Rural Development Technician Grade 2 (Field Instructor - Livestock) | K2545-2695 | Rabaul Vudal Agricultural College | 1203 | 1.12.78 |
|---|------------|---|------|---------|

Qualifications: Certificate in agriculture, or equivalent, or such other qualifications acceptable to the Public Services Commission. Appropriate field experience.

Duties: Farm management advisory work at the village/smallholder level. Supervise and counsel rural youth organisations. Advise and consult with Rural Organisations e.g. Rural Progress Societies. Initiate and supervise minor rural development projects. Assist in training at the junior staff, farmer trainee and student level. Undertake skill training sessions of a husbandry farm system complex, (e.g. harvesting and processing). Submit technical reports on any of the above operations. Supervise and demonstrate the operation of farm and processing machinery. Perform other duties consistent with the above.

| | | | | |
|----------------------------|------------|--------------|------|---------|
| *OIA MPA 309 Clerk Class 3 | K2480-2695 | Port Moresby | 1204 | 1.12.78 |
|----------------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare salary, superannuation, provident Account and retirement benefits fund advices. Calculate entitlements for those allowances paid with salary and prepare necessary advices. Answer queries on salary, allowances and deduction from salary. Prepare correspondence in relation to: salary and allowances paid with salary, deductions from salary, separations, transfers. Maintain personnel records and statistics. Extract details of service for inclusion in reports to the Promotions Appeal Committee. Prepare salary estimates. Train subordinate staff. Perform other duties as directed, consistent with the above.

| | | | | |
|---------------------------|------------|--------------|------|---------|
| OIA MPA 311 Clerk Class 3 | K2480-2695 | Port Moresby | 1205 | 1.12.78 |
|---------------------------|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

Duties: Prepare salary, superannuation, provident Account and Retirement Benefits Fund Advices. Calculate entitlements for those allowances paid with salary and prepare necessary advices. Answer queries on salary, allowances and deduction from salary. Prepare correspondence in relation to: Salary and allowances paid with salary, deductions from salary, separations, transfers. Maintain personnel records and statistics. Extract details of service for inclusion in reports to the Promotions Appeal Committee. Prepare salary estimates. Train subordinate staff. Perform other duties as directed, consistent with the above.

OIA MPA 313 Clerk Class 2 K2195-2480 Port Moresby 1206 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare salary, superannuation, provident Account and Retirement Benefits Fund Advices. Calculate entitlements for those allowances paid with salary and prepare necessary advices. Answer queries on salary, allowances and deduction from salary. Salary and allowances paid with salary, deductions from salary, separations, transfers. Maintain personnel records and statistics. Extract details of service for inclusion in reports to the Promotions Appeal Committee. Prepare salary estimates. Train subordinate staff. Perform other duties as directed, consistent with the above.

OIA TIA 008
Assistant Librarian
Grade 2 K2050-2195 Port Moresby 1207 1.12.78

Qualifications: Satisfactory completion of Grade 10, or equivalent plus satisfactory relevant experience or completion of stage 1 of the Public Service Library Training Course or equivalent.

Duties: Undertake more important non-professional library duties in a library providing professional services. Provide non-professional library services at a College library. Other duties as may be directed.

OIA TIA 012 Assistant
Librarian Grade 1 K1680-1915 Port Moresby 1208 1.12.78

Qualifications: Satisfactory completion of Grade 10, or equivalent, and aptitude for routine library duties.

Duties: Check and sort consignment of books inwards and outwards. Carry out inwards process of new books including, as required, lacquering, cutting and fitting of pockets and date slips. Prepare books as required. Check and despatch consignments of books and periodicals. Undertake appropriate training as required. Carry out other duties as directed, consistent with the above.

OIA FXA 003 Keyboard
Operator Grade 4 K2835-3205 Port Moresby 1209 1.12.78

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of that prescribed by the Commission. Experience in secretarial work.

Duties: Carry out confidential typing and stenographic duties. Filter and screen visitors and phone calls. Provide secretarial services, arrange engagements, movements, etc. Perform other duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Primary Industry - *continued*

*OIA ESA 011 Keyboard

Operator Grade 2

(Tabulation Typist)

K2410-2545

Port Moresby

1210

1.12.78

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of tests prescribed by the Commission. Ability to perform more difficult typing duties. Ability to supervise staff.

Duties: Layout and presentation (typing) of statistical tables. Prepare data entry on calculating machines and mainframe terminals. Type complex statistical tables for rural statistics bulletin and other publications. Carry out such other duties as directed, consistent with the above.

DEPARTMENT OF PRIME MINISTER

*G.1 Assistant Secretary

(Government)

Clerk Class 11

K7910

Port Moresby

1211

1.12.78

Qualifications: University degree with major studies in appropriate subjects, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of PNG Constitutional Law and Legislation. Administrative experience and ability.

Duties: Advise the Government in legislative and administrative matters relating to constitutional development. Co-ordinate legal and administrative aspects of the Constitution. Examine legislation for amendment, prepare instructions for First Legislative Counsel. Examine and advise on legal and constitutional aspects of international matters. Prepare Briefs, statements and correspondence for the Prime Minister and Secretary on matters consistent with the above duties.

P.D.1 Principal Research

Officer (Clerk Class 10)

K7155-7410

Port Moresby

1212

1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. University degree desirable. Analytical ability. Ability to liaise with appropriate individuals and organisations to fulfil tasks. Sound executive and administrative ability. Knowledge of Government policies and programmes. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Contribute to national policy proposals. Prepare N.E.C. Submission on National Policy. Critically analyse Policy initiations of other departments and prepare briefs. Represent the Department on major Committees on National Policy. Mediate between Prime Minister, private sector and individuals. Liaise with political staff, other senior government officials, private sector and individuals on policy development.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Prime Minister - continued

CPL.1 Clerk Class 9
(Senior Public Relations
Officer)

K6405-6655

Port Moresby

1213

1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Government Policies and programmes. Experience in the Public Service Administrative procedures desirable. Ability to liaise with appropriate Government officials, private organisations and individuals. Officer with Grade 10 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct and oversight subordinates in fulfilment of duties. Process Prime Minister's Correspondence, Record Official Interviews and undertakings of the Prime Minister and take necessary follow-up action. Liaise with political staff and appropriate bodies on matters consistent with the above.

*MS.1 Clerk Class 9
(Assistant Secretary,
Management Services)

K6405-6655

Port Moresby

1214

1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience of all aspects of financial, personnel and general administration. Thorough knowledge of administration, Departmental organisation, financial, personnel practices and procedures. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct, control and supervise the work of the Management Services Branch with particular reference to accounts, budgetary matters and such other associated functions. Exercise statutory powers and responsibilities in connection with Departmental Administration activities, particularly under the provisions of appropriate relevant legislations. Analyse and assist the Deputy Secretary in relation to all aspects of departmental administration.

PD.2 Senior Reserach
Officer Clerk Class 9

K6405-6655

Port Moresby

1215

1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Commission. Appropriate University degree desirable. Analytical ability. Knowledge of Government policies and programmes. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Contribute to development of National Policy proposals. Prepare National Executive Council Submissions on National Policy. Liaise with political staff, other senior government officials, private sector and individuals on policy development. Other duties as directed.

MS.26 Clerk Class 6
(Budget Officer)

K3740-3915

Port Moresby

1216

1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience in preparation of budget estimates. Ability to analyse, prepare reports and make recommendations for variations in expenditure.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Prime Minister - *continued*

Duties: Formulate estimates of revenue and expenditure and their justification to the Department of Finance. Submit quarterly estimates of out-turn of the vote, together with draft of any further request for the Secretary advances. Maintain a constant review and a detailed record of Departmental expenditure to ensure that funds are being spent in a most efficient and economic manner.

MS.29 Senior Internal Auditor
Grade 1 (Clerk Class 6) K3740-3915 Port Moresby 1217 1.12.78

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Finance and relevant legislation desirable. Appropriate training in accountancy desirable. Ability to carry out independent investigation and prepare reports. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under broad guidelines review departmental operations to ensure that: funds are committed for legitimate purposes; staff carry out their duties; prepare reports and recommendations to the Secretary of appropriate steps to be taken to remedy the situation. Investigate and recommend appropriate actions taken to minimise any misappropriation of funds and assets. Carry out regular checks on attendance of staff and in cases of attention to supervisors.

SA.2 Clerk Class 6 K3740-3915 Port Moresby 1218 1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Aptitude for hospitality and ceremonial duties.

Duties: Under general directions perform the following: Purchase and maintain national gifts, arrange repair and maintenance of Prime Minister's residence, State Reception Centre and Guest House. Assist in arranging national celebrations and ceremonies. Arrange transport, medical, dental and postal requirements. Liaise with police and Defence Force for guard of honours, lands security and traffic control.

MS.8 Clerk Class 6
(Establishment Officer) K3740-3915 Port Moresby 1219 1.12.78

Qualifications: Previous involvement in the conduct of organisations and classification. Ability to analyse situations and prepare reports. Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Carry out investigation into organisation and classification matters both those under Departmental Delegation and the one outside of Departmental. Assist senior officers in preparing of establishment for proposals. Carry out checks and inspections to ensure that establishments are satisfactory. Where necessary, report on remedial action required. Advise and assist other areas of the Department on organisation and classification matters. Liaise with the Organisation and Methods Division of the P.S.C. and assist them in major reviews. Oversight maintenance of associated records relevant to the functions of the job.

MS.9 Assistant Establishment
Officer Clerk Class 4 K2835-3055 Port Moresby 1220 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Prime Minister - continued

Duties: Compile monthly staff statistics and associated summaries. Arrange advertisement of vacancies and liaise with Branch/Divisional Heads, and P.S.C. Selection Branch in relations to these matters. Maintain up to date records of duty statements, organisation charts, establishment register and other relevant records. Make necessary amendments as appropriate. Process correspondence resulting from engagements of staff and forwarding to Bureau of Management Services. Assist in preparation of organisation proposals. Carry out other duties as directed consistent with the above.

DEPARTMENT OF PRIME MINISTER (BUREAU OF STATISTICS)

| | | | | |
|---|------------|--------------|------|---------|
| BS. 17B Training Officer Clerk Class 6 | K3740-3915 | Port Moresby | 1221 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as be acceptable to the Public Services Commission. Experience in statistical operations and procedures. Previous experience in organising training courses. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Organise general training courses in relation to statistics work including selection of documentation and arrangement of presentation methods and briefing of session leaders. Liaise with the Administrative College and international bodies, the conduct of courses on statistical operations and procedures, middle level sub-professional training and act as course co-ordinator during the term of the course. Conduct and supervise classroom training and on the job training, basic procedures dealing with sample maintenance, survey collect and compiling techniques, conduct of field surveys and application in ADP processing. Evaluate training progress and performance and report on the effectiveness of training provided. Complete data for use in training documentation. Develop and prepare course outlines, study materials and instructional plans. Conduct career guidance interviews and counsel staff as required. Liaise with Section supervisors and plan development programmes advanced training staff. Other duties as directed.

| | | | | |
|----------------------|------------|--------------|------|---------|
| BS.402 Clerk Class 6 | K3740-3915 | Port Moresby | 1222 | 1.12.78 |
|----------------------|------------|--------------|------|---------|

Qualifications: University degree, preferably with a major in statistics. Experience in the work of a statistical office. Familiarity with statistical classifications an advantage.

Duties: Investigate commodity classifications in use in the Bureau of Statistics. Prepare reports on investigations into classifications and recommend changes where necessary. Assist with modifications to existing classifications and the implementation of new classifications where appropriate. Other duties as directed.

| | | | | |
|----------------------|------------|--------------|------|---------|
| BS.402 Clerk Class 6 | K3740-3915 | Port Moresby | 1223 | 1.12.78 |
|----------------------|------------|--------------|------|---------|

Qualifications: University degree, preferably with a major in statistics. Experience in the work of a statistical office. Familiarity with statistical classifications an advantage.

Duties: Investigate commodity classifications in use in the Bureau of Statistics. Prepare reports on investigations into classifications and recommend changes where necessary. Assist with modifications to existing classifications and the implementation of new classifications where appropriate. Other duties as directed.

DEPARTMENT OF PRIME MINISTER (OFFICE OF INFORMATION)

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| GL.2 Keyboard Operator Grade 2 | K2410-2545 | Port Moresby | 1224 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: Ability to type at 40 words per minute and write and accurately transcribe shorthand at 80 words per minute. Ability to type and correctly set out from shorthand notes and handwritten drafts of all forms of correspondence, schedules, tabular statements, etc.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Prime Minister (Office of Information) - *continued*

Duties: Carry out general stenographic and typing duties. Carry out secretarial or other appropriate office duties as required.

| | | | | |
|-------------------------------------|------------|------------|------|---------|
| GL.145 Keyboard Operator Grade 1 | K2050-2195 | Popondetta | 1225 | 1.12.78 |
|-------------------------------------|------------|------------|------|---------|

Qualifications: Ability to type at least 35 words per minute. Ability to type correctly, correctly set out all forms of correspondence, schedules, tabular statements, especially from handwritten drafts.

Duties: Carry out general typing duties for field Government Liaison Officers.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

| | | | | |
|---|------------|--------------|------|---------|
| *224 Psychologist Class 2 (Clinical) | K4505-5090 | Port Moresby | 1226 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. P.S.C. 273/73 W.E.F. 10/7/73. Proven capacity for Psychological Research and knowledge of advanced statistics. Experience of Selection Techniques essential.

Duties: Advise on and organise assistance with appraisal, selection, placement and development of Public Service Local Officer as required both in headquarters and in the various regions. Provide specialist assistance and advice on personnel practice in the Public Service and other organizations e.g. on Labour turnover, staff reporting, effectiveness of training etc. Review relevant overseas research and conduct validation studies of Psychological techniques in use in Papua New Guinea. Train staff in basic Psychological Research methods and techniques. Deputise for Senior Psychologist on Boards and Committees. Advise other organisations on appropriate research techniques. Visit outstations and Australian centres as required by above duties.

| | | | | |
|--|-----------|--------------|------|---------|
| 15AAXA 047 Travel & Housing Clerk Class 6 | 3740-3915 | Port Moresby | 1227 | 1.12.78 |
|--|-----------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Previous clerical experience, preferable including some experience in similar or allied work.

Duties: Undertake administrative arrangements for overseas and internal travel of departmental staff. Arrange payments of special allowances to officers on overseas courses. Undertake administrative arrangements for the adequate housing of departmental staff. Assist administrative officer, as required in general administrative services. Maintain all travel departmental votes. As authorised, issue transport requisitions. Examine and prepare for payment all claims relating to departmental travel. Arrange all hotel and airline bookings. Other duties as directed consistent with the above.

| | | | | |
|--|------------|--------------|------|---------|
| 15AAXA007 O.I.C. Accounts Clerk Class 5 | K3285-3440 | Port Moresby | 1228 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in accounting procedures including estimates and budgeting. Knowledge of Treasury Act, Regulation and Instructions.

Duties: Liaise with the Bureau of Management Services to ensure that accurate records of commitment and expenditure are maintained and reconciled monthly. Determine trends in expenditure and commitments; provide reports and comments to the Administrative Officer as required. Carry out financial feasibility studies and cost benefit investigation into actual and proposed departmental activities. Assist in the compilation of the draft estimates and in the half-yearly review. Deal with queries, minutes and correspondence on departmental finances. Carry out other duties as directed.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Public Services Commission - *continued*Administrative College - *continued*

| | | | | |
|------------------|-------|--------------|------|---------|
| IAS001 Principal | K8165 | Port Moresby | 1229 | 1.12.78 |
|------------------|-------|--------------|------|---------|

Qualifications: Honours degree in Arts, Economics, Law or a related description ability to administer an Administrative College. Experience in a planning of programme and the conduct of Residence of Courses. Wide experience in Public Administration experience in Education training programme desirable.

Duties: Responsible for the efficient Management of the Administrative College including Planning Direction and control of: Residential Courses of general Education. Administrative and Management training for Public Service personnel and approved public and private sector. Short Courses, Conferences, Seminars and executive training for Senior Officers. Tutorial Services at tertiary level. Finance, Building, Equipment and Services. Research and preparation of training documents. Provide specialised advice on training overseas and practice an administrative and executive training scheme. Supervise training, control College staff and students residence. Act as Chairman of the Board of Studies and member of the Advisory Group and ensure policy decisions are implemented. Liaise with similar training institutions in Australia and overseas. Ensure that adequate Library Services are maintained at the Administrative College. Other duties consistent with the above.

| | | | | |
|--|------------|--------------|------|---------|
| IAM009 Senior Lecturer General Management | K5275-6655 | Port Moresby | 1230 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other post-graduate qualifications desirable.

Duties: Manage and control the work of the General Management Studies Section or a particular programme within the Section. Plan, design and teach programmes in General Management or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant discipline. Advise on policy relating to the General Management Section. Perform other relevant duties as directed.

| | | | | |
|---------------------------------------|------------|--------------|------|---------|
| IAM004 Lecturer General Management | K3740-4645 | Port Moresby | 1231 | 1.12.78 |
|---------------------------------------|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University degree or equivalent. Experience relevant to the duties.

Duties: Teach Administrative College Courses. Plan, design and teach programmes in General Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

| | | | | |
|---------------------------------------|------------|--------------|------|---------|
| IAM005 Lecturer General Management | K3740-4645 | Port Moresby | 1232 | 1.12.78 |
|---------------------------------------|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University degree or equivalent. Experience relevant to the duties.

Duties: Teach Administrative College Courses. Plan, design and teach programmes in General Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Public Services Commission - *continued*Administrative College - *continued*

| | | | | |
|--|------------|--------------|------|---------|
| IAM006 Lecturer, General Management | K3740-4645 | Port Moresby | 1233 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University Degree or equivalent. Experience relevant to the duties.

Duties: Teach Administrative College courses. Plan, design and teach programmes in General Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra-curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

| | | | | |
|-------------------------------------|------------|--------------|------|---------|
| IAP007 Lecturer, Library Studies | K3740-4645 | Port Moresby | 1234 | 1.12.78 |
|-------------------------------------|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University Degree or equivalent, and successful completion of Stage 2 of the Public Service Library Training Course, or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties: Teach Administrative College courses. Plan and design teaching programmes in Library Studies or subjects within this area. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra-curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

| | | | | |
|--|------------|--------------|------|---------|
| IAM015 Lecturer, Financial Management | K3740-4640 | Port Moresby | 1235 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University Degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties: Plan and design teaching programmes in Financial Management studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra-curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

| | | | | |
|--|------------|--------------|------|---------|
| IAD030 Lecturer, Extension Training | K3740-4645 | Port Moresby | 1236 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University Degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties: Teach Administrative College courses. Plan and design teaching programmes in Extension Training Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra-curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

| | | | | |
|-----------------|------------|--------------|------|---------|
| IAD006 Lecturer | K3740-4645 | Port Moresby | 1237 | 1.12.78 |
|-----------------|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University Degree or equivalent. Some experience relevant to the duties.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Public Service Commission - *continued*Administrative College - *continued*

| | | | | |
|-----------------|------------|--------------|------|---------|
| IAP020 Lecturer | K3740-4645 | Port Moresby | 1242 | 1.12.78 |
|-----------------|------------|--------------|------|---------|

Qualifications: Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties: Plan, design and teach programmes in Public Finance and Accountancy. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra-curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

BUREAU OF MANAGEMENT SERVICES

| | | | | |
|---|------------|--------------|------|---------|
| 15ACAB 08A 10, 11, 13, 14 Paymaster (Clerk Class 2) (5 positions) | K2195-2480 | Port Moresby | 1243 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Act as paymaster. Prepare wages sheets, calculate overtime and shift allowance claims. Prepare inputs to the computer for repaid salaries.

DEPARTMENT OF TRANSPORT AND CIVIL AVIATION

| | | | | |
|-----------------------|------------|--------|------|---------|
| M11B Deputy Principal | K5275-5655 | Madang | 1244 | 1.12.78 |
|-----------------------|------------|--------|------|---------|

Qualifications: Certificate of Competency as Master (Foreign Going) or First Class Engineer (Motor) or equivalent rank in Defence Force, and teaching qualifications, or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience in Nautical Education. Proven administrative ability. Curriculum development experience highly desirable.

Duties: Assist the Principal in the organisation, supervision and maintenance of the efficient operation of the Nautical Training Institute and in the supervision and professional advice and assistance given to staff. Accept responsibility for the day-to-day administration of the Institute, discipline and welfare of students. Assist the Principal in his efforts to maintain good relations between the Institute, the staff, the Board and the Maritime Industry. Advise and assist in the development of the Teaching Syllabus. Deputise for the Principal when necessary. Other duties, including teaching, as required.

| | | | | |
|--|------------|--------------|------|---------|
| P.C.18 Senior Project Officer (Clerk Class 8) | K5275-5655 | Port Moresby | 1245 | 1.12.78 |
|--|------------|--------------|------|---------|

Qualifications: Appropriate tertiary qualifications with major qualification and studies in transportation or any allied fields. Extensive technical, administrative and executive experiences in the field of transport. Proven ability to negotiate, research and develop co-ordination.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Transport and Civil Aviation - continued

Duties: Review, renew and co-ordinate transport projects. Assess and evolve transport proposals, projects and policies. Prepare appropriate dates and submissions. Liaise with National Planning Office, Government Departments and Agencies whilst preparing projects or policies on Transport-ation. Liaise and follow works Programmes with officials of all Government Departments concerned. Assist Provincial Government in preparing long-term improved Transport systems and plans as per accepted projects. Conduct departmental liaison with Provincial Government on all matters pertaining to transportation projects. Carry out other duties as directed.

PC.6 Clerk Class 7 K4375-4645 Port Moresby 1246 1.12.78

Qualifications: Satisfactory completion of Grade 12, and some progress towards tertiary qualifications. Wide experience of a relevant nature, and proven ability through assessment. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under firection by Executive Officer N.P.E.P.(Position No.PC.3) carry out research and investigations relating to all aspects of transport capital works. Co-ordinate departmental works programming requirements, in relation to toads, bridges, wharves and airfields. Prepare draft policy submissions in relation to all aspects of transport works programmes. Maintain liaison with Department of Works and Supply on planning and construction of transport projects and continuously review progress. Carry out other duties as requested, consistent with the above.

P.C.11 Clerk Class 6 K3740-3915 Port Moresby 1247 1.12.78

Qualifications: Satisfactory completion of Grade 12. Assessed ability at Level in the National Public Service, and experience of a relevant nature. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Assist in minor transport studies in the provinces as required. Collate and compile reports, publications and other necessary papers as directed. Prepare correspondence and answer queries as required. Carry out other duties as directed consistent with the above.

P.C.10 Clerk Class 6 K3740-3915 Port Moresby 1248 1.12.78

Qualifications: Satisfactory completion of Grade 12, preferably with progress towards attainment of appropriate degree. Considerable experience in the transport economics field. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Assist in carrying out major transport studies in the Provinces as directed. Participate in minor aspects of transport development plans, in the Provinces as directed. Liaise with other departments and agencies to collect relevant transport data. Prepare, collate and update transport-related data in the Provinces. Liaise with modal divisions and assist in preparing modal transport plans as required. Other duties as directed.

P.C.5 Clerk Class 5 K3285-3440 Port Moresby 1249 1.12.78

Qualifications: Completion of Grade 12. Appropriate tertiary qualifications. Wide experience in the relevant duties. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Transport and Civil Aviation - *continued*

Duties: Supervise the preparation and maintenance of registers of Works programme commitments and longer term plans. Assist modal divisions in preparation of long-term modal plans, five-year programmes and project appraisal for N.P.E.P. Maintain close liaison with the Co-ordinator of Works in regard to the Capital Works Programme. Maintain close liaison with the Department of Works and Supply. Maintain and monitor the recurrent expenditure and physical progress of all transport projects in the Capital Works Programme and advise modal divisions as necessary. In conjunction with other modal divisions, represent the Department on appropriate Committees as required. Carry out other duties as required.

P.C.7 Clerk Class 5 K3285-3440 Port Moresby 1250 1.12.78

Qualifications: Satisfactory completion of Grade 10, and assessed as competent in the relevant field of work. Wide experience in statistical work.

Duties: Co-ordinate the collection and collation of all relevant statistical information from other modal divisions, provinces and other relevant sources and continuously up-date such information as required. Maintain close liaison with Computer Center, with the modal divisions and with transport companies to ensure that in-put data and reports are received in correct form and in accordance with deadlines. Interpret computer reports, including edits, and ensure that correction procedures are followed as necessary. Analyse error factors revealed by edit and other reports, ensure that deficiencies are corrected.

*PC.15 Librarian Grade 2 K2835-3055 Port Moresby 1251 1.12.78

Qualifications: Successful completion of Stage 2 of the Library Studies Training Course or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive and satisfactory experience as an Assistant Librarian Grade 2.

Duties: Provide professional services effectively and economically in a Departmental Library. Prepare, introduce and administer rules, regulations, practices and procedures governing the operations of the library system. Arrange the ordering of periodicals and journals and the purchase of books for the library. Carry out duties necessary to provide public with periodicals, information, bulletins, studies etc. published by the Office of Transport. Carry out full duties of Departmental Librarian without supervision. Carry out such other duties as directed, consistent with the above.

M11D6 Seaman Grade 4 K2545-2695 Port Moresby 1252 1.12.78

Qualifications: Satisfactory completion of Grade 8, preferably with passes in mathematics and science, or possession of such other educational qualifications or relevant experience for uncertified seaman and mechanic as may be acceptable to the Public Services Commission.

Duties: Under the direction of Senior Lecturer (Engineering): ensure the efficient operation and maintenance of the main and auxiliary machinery of training craft, including the electrical system and pumps; be responsible for fuelling the vessel, and for upkeep and cleanliness of the engine room; ensure safe custody of spares, tools and portable equipment on board all training craft; maintain accurate logs books, inventories, records, make reports as required; assist with training programmes; carry out other duties as directed, consistent with the above.

MSP.11 Clerk Class 3 K2480-2695 Port Moresby 1253 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Transport and Civil Aviation - continued

Duties: Examine error and exception report and ensure that each pay period: all errors are corrected, all corrections are checked, all corrections are reinput to the system. Examine cost codes fortnightly to ensure accounts are debited to correct votes and advise Accountant accordingly. Determine reason for each and every repaid salary and if valid complete salary repayment register from No.5 Prepare report on number of errors attributable to Data Control at computer centre and amount due to error in Staff and Salaries Section. Advise paymaster of salaries to be repaid and special salaries to be paid each payrun. Carry out related duties as directed, consistent with the above.

P.C21 Clerk Class 2 K2195-2480 Port Moresby 1254 1.12.78

Qualifications: Satisfactory completion of Grade 10. Completion of probationary period, with confirmation of appointment. Clerical experience of a relevant nature. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Perform general clerical duties for Projects and Co-ordination. Prepare routine reports, simple charts and graphs, etc. Maintain a filing system in an orderly manner. Carry out other duties as directed, consistent with the above.

P.C.14 Drafting Assistant
Grade 1 K2195-2340 Port Moresby 1255 1.12.78

Qualifications: Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Commission are equivalent. PSB 5/1/3 (3) f.91-119 wef 30.10.72.

Duties: Assist in the performance of simple map/plan compilation work. Assist with the updating of maps and plans showing the location and progress of transport projects. Provide general drafting assistance as required. Carry out other duties as directed.

DEPARTMENT OF WORKS AND SUPPLY

LT.2 Clerk Class 8 K5275-5655 Port Moresby 1256 1.12.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good administrative ability, capacity for harmonious inter-personnel working relationships. Ability to carry out in-depth investigations and submit reports.

Duties: Direct and control the activities of the Localisation and Staff Development Branch. Act as an Executive Officer of the Localisation Committee. Research Departmental Manpower requirements, the availability of local officers, determine any constraints on localisation and draft localisation plans for submission to the Localisation Committee. Critically review the effect of localisation policies of functional operations and review progress to ensure maximum utilisation of staff resources, that targets are met and previously determined priorities remain valid, submit report recommending variation of policies and plans where appropriate. Carry out duties as directed, consistent with the above.

*A.24 Chief Draftsman
Grade 1 K4780-5090 Port Moresby 1257 1.12.78

Qualifications: Qualified as Draftsman Grade One (1). Extensive technical drafting knowledge and experience and considerable managerial capacity.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - *continued*

Duties: Responsible for the efficient management of the architectural Drawing Office. Organise in-service training for apprentices and drafting and technical design. Prepare and update continually an office on Drafting and Design. Allocate subordinate staff to specific projects. Other duties, consistent with the above.

LT.3 Clerk Class 6 K3740-3915 Port Moresby 1258 1.12.78

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Administrative and Clerical work including experience in Staff and Establishment work. Ability to supervise staff, conduct interviews and counselling sessions and to maintain harmonious working.

Duties: Plan, prepare and implement procedures for the identification of staff with potential for development. Arrange and participate in staff assessment workshops as required. Oversight staff reporting systems. In conjunction with line managers, Development Career Path Plans for individual officers consistent with overall career streams available within the Department. Report in Constraints on the advancement of the Local Officers due to inadequate Career streams. Continually review the progress of local officers to ensure implementation of Career Path Plans. In liaison with Line Managers modify plans as necessary. Oversight the checking of recruitment, applications for S & D.V. and H.D.A. Recommendations for Contract Renewals to ensure consistency with Career Path Plans and Localisation Policies. Provide welfare, counselling and career guidance service for Local Officers to ensure understanding, acceptance of and progress with their Career Path Plan. Carry out other duties as directed, consistent with the above.

+*VW.A1 Clerk Class 6 K3740-3915 Lae 1259 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in general clerical and personnel work. Thorough knowledge of Public Service Act and associated legislation, determinations and instructions. Administrative and supervisory ability.

Duties: With Administrative and Clerical Guidelines: supervise the work related to staff and personnel matters, including N.P.S., in the Morobe Province. Exercise delegations under the Public Service Act and associated legislation and determination and deal with more complex staff matters. Prepare data for reviews and assist with several personnel administration. Supervise maintenance of staff and statistical records and preparation of periodical returns and reports for the Morobe Province. Collate and finalise draft salary estimates and annual and other reports. Supervise training of staff and assist in departmental training programmes. Other duties as directed, consistent with the above.

*VRQ.1 Clerk Class 6 K3740-3915 Goroka 1260 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive knowledge of NWA Operations. Good knowledge and experience in Government Accounting procedures and public relations.

Duties: Under limited direction: prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which NWA carries out investigation, design and supervise and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning Branch re provision of "B" requisition, warrants, write-ups etc. for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government Staff on construction progress, expenditure, commitment, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

Vacancies - *Continued*

| Position No. 7 Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - *continued*

| | | | | |
|---------------------|------------|-----|------|---------|
| *VE.I Clerk Class 6 | K3740-3915 | Lae | 1261 | 1.12.78 |
|---------------------|------------|-----|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of spare parts, construction materials, supply sources and storehouses procedures. Extensive experience in Government Supply Procedures and knowledge of associated legislation and instructions. Proven initiative and ability to liaise, investigate and report on area supply movements.

Duties: Forward plan in liaison with Senior Departmental field staff material requirements within an Area. Control and supervise all Departmental supply activities within the Supply Area including assessment of priorities. Control and direct the operations of all Departmental Storehouses. Arrange or recommend tenders and period contracts and Certificates of Inexpediency to meet the Department's requirements within the supply area. Maintain effective liaison with Division of Supply Storehouses within the Area. Supervise and train subordinate staff within the Supply Area. Maintain effective liaison with Public Works Supply Headquarters. Carry out other duties as directed consistent with the above.

| | | | | |
|----------------------|------------|------------|------|---------|
| *VT.FI Clerk Class 6 | K3740-3915 | Popondetta | 1262 | 1.12.78 |
|----------------------|------------|------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive knowledge of Treasury Ordinance and Regulations. Good knowledge of and experience in Government Accounting procedures plus ability to control staff. Accountancy qualification desirable.

Duties: Within general guidelines: responsible for the Certifying and payment of accounts in the Northern Province, under Public Finance (Control, Audit) Act 1973 and associated regulations for controlling the appropriate ledger and extracting trial balances to ensure warrant authority is not exceeded. Control, operate, reimburse and reconcile bank account including validation of cheques, authorisation of cash sheets for payment. Supervise accounts activities for the Northern Province. Act as authorising officer in respect of the funding of cash fund certificates, payment of accounts, and control of warrant authority. Compile monthly financial statement. Validate inward and outward Provincial adjustment statements, and in area adjustments account. Maintain departmental Trust Accounts and produce associated expenditure statement. Maintain project ledgers; complete revote statement for projects in the Province, produce monthly expenditure statements. Carry out other duties as directed, consistent with the above.

| | | | | |
|----------------------|------------|----------|------|---------|
| *TV.FI Clerk Class 6 | K3740-3915 | Lorengau | 1263 | 1.12.78 |
|----------------------|------------|----------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive knowledge of Treasury Ordinance, good knowledge of and experience in general accounting procedures. Ability to train junior staff. Qualifications in accountancy

Duties: Direct and control the activities of the Finance Section and financial and costings operations within the Province. Exercise delegations under the Treasury Ordinance. Ensure effective control of departmental expenditure and review and assist in financial planning, and maintain effective liaison with quarter budget review committee. Examine financial statements accounts and associated documents and prepare documents thereon. Certify the validity of accounts and authorise payments. Compile expenditure and revenue statements and policy provincial budget preferences. Liaise with higher authority on general matters. Liaise with appropriate authorities on capital expenditure and progress and review provincial forward planning accordingly. Other duties as directed consistent with the above.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - continued

| | | | | |
|----------------------|------------|--------|------|---------|
| *TQ.FI Clerk Class 6 | K3740-3915 | Madang | 1264 | 1.12.78 |
|----------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive knowledge of Treasury Ordinance and Regulations. Good knowledge of and experience in Government Accounting Procedures plus ability to control staff. Accountancy qualifications desirable.

Duties: Within general guidelines: responsible for the certifying and payment of accounts for the Madang Province under Public Finance (Control, Audit) Act 1973 and Associated regulations for controlling the appropriate ledger and extracting trial balances to ensure warrant authority is not exceeded. Control, operate, reimburse and reconcile bank account including validation of cheques, authorisation or cash sheets for payments. Supervise accounts activities for the Madang Province. Act as Authorising Officer in respect of the funding of cash fund certificates, payment of accounts, and control of warrant authority. Compile monthly financial statement. Validate inward and outward provincial adjustment statements, and in area adjustments accounts. Maintain departmental Trust Accounts and produce associated expenditure statements. Maintain project ledgers; complete revote statement for projects in the Province, produce monthly expenditure statements. Carry out other duties as directed, consistent with the above.

| | | | | |
|---------------------|------------|--------|------|---------|
| *TQQ1 Clerk Class 6 | K3740-3915 | Madang | 1265 | 1.12.78 |
|---------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other qualifications as may be acceptable to the Public Services Commission. Comprehensive knowledge of NWA operations. Good knowledge of and experience in Government Accounting procedures and public relations.

Duties: Under limited direction: prepare and maintain bar charts for Provincial Government Works Programmes (including R.I:P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which NWA carries out investigation, design and supervision and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning re provision of "B" requisition, warrants, write-ups etc. for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditure, commitment etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

| | | | | |
|-----------------------|------------|-------|------|---------|
| +*RV.AI Clerk Class 5 | K3285-3440 | Kimbe | 1266 | 1.12.78 |
|-----------------------|------------|-------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in general clerical and personnel work. Thorough knowledge of Public Service Ordinance and associated legislation, determinations and instructions. Administrative and supervisory ability.

Duties: With Administrative and Clerical guidelines: supervise the work related to staff and personnel matters, including N.P.S., in the West New Britain Province. Exercise delegations under the Public Service Act and associated legislation and determinations and deal with more complex staff matters. Prepare data for reviews and assist with general personnel administration. Supervise maintenance of staff and statistical records, and preparation of periodical returns and reports for West New Britain Province. Collate and finalise draft salary estimates and annual and other reports. Supervise training of Staff and assist in departmental training programmes. Carry out other duties as directed, consistent with the above.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - continued

| | | | | |
|----------------------|------------|--------|------|---------|
| *VR.A1 Clerk Class 5 | K3285-3440 | Goroka | 1267 | 1.12.78 |
|----------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in general clerical and personnel work. Thorough knowledge of PSC Ordinance and associated legislation, determinations and instructions. Administrative and supervisory ability.

Duties: With administrative and clerical guidelines: Supervise the work related to staff and personnel matters, including NPS in the Eastern Highlands Province. Exercise delegation under the Public Service Act and associated legislation and determinations and deal with more complex staff matters. Prepare data for reviews and assist with general administrative personnel matters. Supervise maintenance of staff and statistical records, and preparation of periodical returns and report for Eastern Highlands Province. Collate and finalise draft salary estimates and annual and other reports. Supervise training of staff and assist in departmental training programmes. Other duties as directed.

| | | | | |
|----------------------|------------|-----|------|---------|
| *VQ.A2 Clerk Class 4 | K2835-3055 | Lae | 1268 | 1.12.78 |
|----------------------|------------|-----|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare routine correspondence and advice relating to leave and furlough allowances, overtime, increments, promotions and transfers for persons employed under other than Public Service Act. Maintain up-to-date accurate records and statistics for all persons employed under Labour Instruction 101. Prepare data for annual estimates and review. Prepare periodic returns and statistics. Other duties as directed.

| | | | | |
|---|------------|--------------|------|---------|
| LT.5 & 6 Clerk Class 4 (2 positions) | K2835-3055 | Port Moresby | 1269 | 1.12.78 |
|---|------------|--------------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the identification of staff and the preparation of individual Career Path Plans for local officers. Interview local officers to discuss Career Path Plans, provide career information and assist with welfare problems. Prepare circulars, information bulletins and other papers to disseminate information relating to localisation and staff development matters. Check recruitment, applications for S & D.V. and H.D.A. and recommendations for Contract Renewals to ensure consistency with Career Path Plans and Localisation Policies. Provide Secretarial services for Localisation Committee. Carry out other duties as directed, consistent with the above.

| | | | | |
|-----------------------|------------|---------|------|---------|
| +*RR.F2 Clerk Class 4 | K2835-3055 | Kavieng | 1270 | 1.12.78 |
|-----------------------|------------|---------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - *continued*

Duties: Supervise and direct the activities of the Salaries Sub-Section and ensure the correctness of all claims for payment of salaries. Attend to verbal and written enquiries relating to salaries and allowance matters. Check paid salary sheets to ensure that these are properly acquitted and all unpaid monies have been repaid. Check all payment to personnel ceasing duty to ensure that computations are correct and that necessary stores clearances have been obtained. Undertake other duties inconsistent with the above.

*RR.EI Clerk Class 4 K2835-3055 Kavieng 1272 1.12.78

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under limited direction: supervise and direct purchasing activities of a complex Province. Co-ordinate all supply requests and action as appropriate: by local purchase order; requisition on local D.O.S. storehouse; referring to A.S.P.O.; prepare reports and correspondence related thereto and attend to all queries. Maintain quotations registers and files. Maintain project files. Co-ordinate supply movement activities within the Province. Initiate replenishment action for; maintenance stocks; project materials; fixed plant and hospital engineering spare parts. Carry out weekly review of all outstanding and completion of supply. Train and supervise subordinate staff. Carry out other duties as directed, consistent with the above.

*RT.EI Clerk Class 4 K2835-3055 Kieta 1273 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Services Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under limited direction: supervise and direct purchasing activities of a complex Province. Co-ordinate all supply requests and action as appropriate: by local purchase order; requisition on local D.O.S. Storehouse; referring to A.S.P.O. Prepare reports and correspondence related thereto and attend to all queries. Maintain quotations registers and files. Maintain project files. Co-ordinate supply movement activities within the Province. Initiate replenishment action for: maintenance stocks; project materials; fixed plant and hospital engineering spare parts. Carry out weekly review of all outstanding and completion of supply. Train and supervise subordinate staff. Carry out other duties as directed consistent with the above.

*VE.22 Clerk Class 4 K2835-3055 Lae 1274 1.12.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Able to supervise and train junior staff as appropriate. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise Area Office purchasing cell activities. Carry out replenishment purchasing programmes for: maintenance stores; project stores; fixed plant spare parts stores. Prepare reports and correspondence related to duties 1 & 2. Attend to queries from requisitioning officers. Expedite urgent requests. Provide relief for A.S.P.O. as required. Train and supervise subordinate staff. Carry out other duties as directed consistent with the above.

Vacancies - *Continued*

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - *continued*

*XT.1 Foreman Artisan
Grade 1

K2765-2980

Vanimo

1275

1.12.78

Qualifications: Qualified as Foreman (Artisan Grade 2). Extensive relevant construction experience with supervisory experience suitable for control of staff and a programme of work.

Duties: As required by a Council or Group of Councils: Act as an Engineer Advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; for example: investigate proposed projects for feasibility and cost estimates; offer skilled advice to councils to ensure they are aware of the best technical alternative and technical criteria, and that value for money can be obtained. Carry out the council requirements even where they may not appear to be the best alternative from an Engineering viewpoint; plan and allocate resources to projects. Undertake physical work tasks when practicable; train and instruct council staff in all matters, relating to construction of R.I. Projects. Obtain technical information from National Works Authority Province organisations as required. Seek input of NWA technical resources for difficult or larger projects on approval of council to such action. Carry out other duties as directed, consistent with the above.

*LG.28, 29 & 31
Technical Officer Grade 1
(3 positions)

K2765-2980

As required

1276

1.12.78

Qualifications: Qualified for an approved engineering certificate or such other qualifications acceptable to the Commission. A minimum of one year practical experience in relevant engineering work.

Duties: Supervise and extend technical advice on construction of civil engineering projects undertaken by Councils, such as wharves, minor bridges, culverts, and village water supplies. As directed, carry out feasibility surveys for roads, bridges, wharves and village water projects. Prepare field sketches. Under direction, assist in design of engineering projects, prepare drawings, materials lists and estimates of cost. As directed, set out construction pegs for road works to be undertaken by Councils. Train Council staff in the practice of civil engineering construction work. Assist and advise Health Inspectors on matters pertaining to water supplies and sanitary structures. Maintain liaison with Council executives and advisers. Required to camp on-site of major projects such as bridges, wharves, water supplies in locations isolated from main centres. Other duties, consistent with the above, as directed.

*LG.65 Technical Officer
Grade 1

K2765-2980

Port Moresby

1277

1.12.78

Qualifications: Qualified for an approved engineering certificate or such other qualifications acceptable to the Commission. A minimum of one year practical experience in relevant engineering work.

Duties: As required by a Council or Group of Councils: Act as a Technical advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; for example: investigate proposed projects for feasibility and cost estimate; offer skilled technical advice to councils to ensure they are aware of the best technical alternative and technical criteria, and that value for money can be obtained; carry out the council requirements even where they may not appear to be the best alternative from a technical viewpoint; plan and allocate resources to projects; undertake physical technical work tasks when practicable; train and instruct council staff in Technical matters. Obtain technical information from NWA Provincial Organisation as required. Seek input of NWA technical resources for difficult or larger projects on approval of council to such action. Carry out other duties as directed consistent with the above.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - continued

*GP.25A Printer Grade 2 K2765-2835 Port Moresby 1278 1.12.78

Qualifications: Experience as a Printer Grade 1 or equivalent in proof reading work and satisfactory completion of an eligibility test for Printer Grade 2 (Proof Reading) approved by the Public Services Commission.

Duties: Read and check all typesetting work. Responsible for the checking of proofs in stages from first proof to final machine proof. Assist in preparation of copy for typesetting with strict adherence to style of office. Supervise and train apprentices and Assist Readers. Other duties as directed.

*GP.26, 26A & 26B Printer
Grade 1
(3 positions) K2480-2625 Port Moresby 1279 1.12.78

Qualifications: Satisfactory completion of an apprenticeship, or minimum of six years as a printer Assistant, or equivalent and satisfactory completion of an eligibility test for Printer Grade 1 C*. Approved by the Public Services Commission or such other qualifications and experience as may be acceptable to the Public Services Commission. *Letterpress composing, offset composing, photo-typesetting, letterpress machining, offset machining or book-binding as appropriate for the position.

Duties: Revise proofs. Assist Proof Readers. Copy Hold. Other duties as directed.

*MO.VI1 Clerical Assistant
Grade 2 K2050-2195 Port Moresby 1280 1.12.78

Qualifications: Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed. Sound experience in registry procedures.

Duties: With a minimum of supervision, perform higher grade clerical work associated with Registry duties. Maintain files on Supply and Contracts Branch. Classify incoming papers and documents and maintain a re-submit diary. Registration of all incoming correspondence and attachment to existing files or creating new files as shown by classification marking. Ensure prompt movement of files to action officers. Maintain In and Out-going correspondence Register. Prepare files for Archival action. Perform other duties as directed, consistent with the above.

*MO.VI2 Clerical Assistant
Grade 2 K2050-2195 Port Moresby 1281 1.12.78

Qualifications: Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all duties listed. Sound experience in registry procedures.

Duties: With a minimum of Supervision, perform higher grade clerical work associated with Registry duties. Maintain files on local Government branch. Classify incoming papers and documents and maintain a re-submit diary. Registration of all Incoming Correspondence and attachment to existing files or creating new files as shown by classification marking. Ensure prompt movement or files to the action officers. Maintain In- and Out-going correspondence Register. Prepare files for archival action. Perform other duties as directed, consistent with the above.

*MO.V3 Clerical Assistant
Grade 2 K2050-2195 Port Moresby 1282 1.12.78

Qualifications: Qualified for appointment as Clerical Assistant. Insert - Ability to satisfactorily perform all the duties listed. PSB 5/22/17-17/3/73.

Vacancies - Continued

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Department of Works and Supply - continued

Duties: Search for files listed on the daily search list. Daily file papers on files found, following laid-down procedures. Daily cross-reference papers on each file, and from file to file. Daily mark out papers to action officers. Daily carry out other duties consistent with the above-mentioned as directed. As required.

| | | | | |
|--------------------------------------|------------|--------------|------|---------|
| *MO.X2 Clerical Assistant Grade 2 | K2050-2195 | Port Moresby | 1283 | 1.12.78 |
|--------------------------------------|------------|--------------|------|---------|

Qualifications: PSB 5/22/17-17/7/73 - Qualified for appointment as Clerical Assistant. Ability to satisfactorily perform all the duties listed.

Duties: Collect inwards telegrams from telex operator and register. Decode if necessary. Deliver to relevant action officers. Daily Register outwards telegrams and arrange delivery to telex operator. Daily carry out other duties consistent with the above, as directed. As required.

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| EX.7 Keyboard Operator Grade 4 | K2835-3205 | Port Moresby | 1284 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: Successful completion of a course of training approved by the Public Services Commission, or successful completion of a test prescribed by the Commission. Experienced in secretarial work.

Duties: Under limited Supervision: Perform secretarial duties to relieve the First Assistant Secretary (Supply) of detailed office routines by: undertaking stenographic and typing duties; receiving and distributing incoming papers and preparing straight forward replies; channelling and reviewing out-going papers, maintaining records and files; liaising, as necessary, between the supervisor and his subordinates or other officers; keeping the supervisors appointment book and scheduling his appointments and meetings; making travel arrangements for supervisor; screening telephone calls for the supervisor; undertaking minor clerical and other office typing duties such as operating a small filing or recording system, collecting documents, performing receptionist duties, preparing simple operations on adding or calculating machines and maintaining and amending publications and instructions. Undertake works for the supervisors subordinates staff when time permits or as directed by the First Assistant Secretary (Supply).

| | | | | |
|-----------------------------------|------------|--------------|------|---------|
| *EIA Keyboard Operator Grade 4 | K2835-3205 | Port Moresby | 1285 | 1.12.78 |
|-----------------------------------|------------|--------------|------|---------|

Qualifications: Successful completion of a course of training approved by the Public Services Commission, or successful completion of tests prescribed by the Commission. Experience in secretarial work.

Duties: Perform secretarial and stenographic duties of a confidential nature. Type correspondence and documents with due regard to punctuation and layout. Take and transcribe minutes at meetings, conferences, etc. Other duties as directed.

CIVIL AVIATION AGENCY

| | | | | |
|---|-------------|--------------|------|---------|
| *DCA 1677 Technical Instructor Grade 2 | K3055 -3205 | Port Moresby | 1286 | 1.12.78 |
|---|-------------|--------------|------|---------|

Qualifications: An approved diploma or certificate from a recognised college or institution or such other educational qualifications and experience as may be acceptable to the Public Services Commission. Aptitude for, experience in instructional duties.

Duties: In accordance with approved syllabus assist in preparation and delivery of lectures and conduct practical demonstrations for Electrical Technical Officer Trainees.

| Position No. & Designation | Standard Salary Scale (s) | Location | Advertisement Number | Applications Close |
|----------------------------|---------------------------|----------|----------------------|--------------------|
|----------------------------|---------------------------|----------|----------------------|--------------------|

Civil Aviation Agency - continued.

| | | | | |
|--------------------------------|------------|--------------|------|---------|
| *DCA 1678 Technical Instructor | K2545-2695 | Port Moresby | 1287 | 1.12.78 |
|--------------------------------|------------|--------------|------|---------|

Qualifications: An approved diploma or certificate from a recognised College or Institution or such other educational qualifications and experience as may be acceptable to the Public Services Commission. Aptitude for, or experience in instructional duties.

Duties: Prepare and deliver lectures and conduct practical demonstrations in mechanical and allied subjects to departmental apprentices. Design, fabricate and maintain training aids and equipment. Design, prepare and supervise practical exercise and examinations in mechanical and allied subjects.

Department of Works and Supply

| | | | | |
|----------------------|------------|--------|------|---------|
| *RQ.F3 Clerk Class 4 | K2835-3055 | Rabaul | 1288 | 1.12.78 |
|----------------------|------------|--------|------|---------|

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and direct the activities of the Salaries Sub-Section and ensure the correctness of all claims for payment of salaries. Attend the verbal and written enquiries relating to salaries and allowance matters. Check paid salary sheets to ensure that these are properly acquitted and all unpaid monies have been repaid. Check all payment to personnel ceasing duty to ensure that computations are correct and that necessary Stores clearances have been obtained. Carry out other duties as directed, consistent with the above.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973SECTION 51NOTIFICATION OF PROMOTIONS AND TRANSFERS

The following promotions and transfers have been made with effect from the respective dates shown below. All promotions and transfers notified below are final and are not subject to appeal.

| <u>Adv. No.</u> | <u>Gazette No.</u> | <u>Position No.</u> | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u> |
|---|--------------------|---------------------|-----------------------|---|
| <u>DEPARTMENT OF DECENTRALISATION</u> | | | | |
| 211 | PS.9 of 13/7/78, | GL.92 | 29/9/78 | Kamo M. MANA (P/M - Office of Information) |
| 212 | PS.9 of 13/7/78 | GL.89 | 29/9/78 | Arnold ISORO (Office of Information) |
| 214 | PS.9 of 13/7/78 | GL.85 | 29/9/78 | Heni GORO (Office of Information) |
| <u>DEPARTMENT OF FINANCE</u> | | | | |
| 1897 | PS.7 of 4/5/78 | AS.55 | 19/9/78 | Elizabeth LEKOT |
| 340 | PS.10 of 3/8/78 | X.31 | 12/9/78 | Eliakim TOBOLTON |
| 48 | PS.9 of 13/7/78 | MS,32 | 21/9/78 | John MANGOR |
| <u>DEPARTMENT OF FOREIGN AFFAIRS & TRADE</u> | | | | |
| 737 | PS.17 of 15/12/77 | MC.20 | 7/2/78 | Paul KESAI |
| 1559 | PS.5 of 2/3/78 | X.29 | 6/9/78 | Denis KEPORE |
| 1557 | PS.5 of 2/3/78 | X.27 | 6/9/78 | Kuma AUA |
| <u>DEPARTMENT OF LABOUR & INDUSTRY</u> | | | | |
| 1382 | PS.4 of 2/2/78 | FS.55 | 14/9/78 | Neri TEMATA |
| 142 | PS.9 of 13/7/78 | FS.20, 17 | 14/9/78 | Michael KAVA Tamat IRARUE |
| <u>DEPARTMENT OF LANDS, SURVEYS & ENVIRONMENT</u> | | | | |
| 159 | PS.9 of 13/7/78 | DH.44 | 15/9/78 | Nian PALANGA |
| 155 | PS.9 of 13/7/78 | PN.5 | 22/9/78 | Gamini B. ILO |
| 157 | PS.9 of 13/7/78 | DH.25 | 22/9/78 | James DANDEY |
| 152 | PS.9 of 13/7/78 | EC.13 | 26/9/78 | Ovia NOU-TABORO |
| 153 | PS.9 of 13/7/78 | MS.33 | 25/9/78 | Tiakoro SIUKE |

| <u>Adv. No.</u> | <u>Gazette No.</u> | <u>Position No.</u> | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u> |
|---|--------------------|---|-----------------------|--|
| <u>DEPARTMENT OF MINERALS & ENERGY</u> | | | | |
| 178 | PS.9 of 13/7/78 | A.17 | 20/9/78 | Reguel NINGO |
| 2157 | PS.8 of 1/6/78 | BMR.4 | 29/9/78 | Boida OMORU |
| 2158 | PS.8 of 1/6/78 | GS.84, 85 | 29/9/78 | Reguel NINGO Elizabeth LESA (Bureau of Management Services) |
| 166 | PS.9 of 13/7/78 | MB.83-85,86,87 | 26/9/78 | Ken B. PUTIWA Nongko KAMA Giang GEMBET Kwekweina MAIWORI Mariko TAKO |
| 176 | PS.9 of 13/7/78 | GS.38 | 29/9/78 | Paul LEO |
| <u>DEPARTMENT OF PRIMARY INDUSTRY</u> | | | | |
| 1819 | PS.6 of 13/4/78 | OIAFRA.019, 020, 021 | 28/9/78 | Kiou J. MAKEU Potuku TOKIOS Kapa LA'A |
| <u>DEPARTMENT OF PRIME MINISTER</u> | | | | |
| 1975 | PS.7 of 4/5/78 | 59, 67, 72, 78 | 15/8/78 | Boaz B. CALEB I. Homoka EGUTA Ilu RIBUNG |
| <u>DEPARTMENT OF PRIME MINISTER (BUREAU OF STATISTICS)</u> | | | | |
| 199 | PS.9 of 13/7/78 | BS.55 | 25/9/78 | Nick SUVULO |
| <u>DEPARTMENT OF PRIME MINISTER (Office of Information)</u> | | | | |
| 205 | PS.9 of 13/7/78 | MS.1 | 25/9/78 | Smith S. Moreh |
| 2178 | PS.8 of 1/6/78 | IN.17 | 2/10/78 | Stephen B. WAINE |
| 207 | PS.9 of 13/7/78 | IN.23 | 2/10/78 | Ality BALOILOI (Miss) |
| 208 | PS.9 of 13/7/78 | P.94 | 2/10/78 | Rabura AIGA |
| <u>DEPARTMENT OF PUBLIC SERVICES COMMISSION</u> | | | | |
| 1170 | PS.2 of 12/1/78 | 15AAXA.046 | 26/9/78 | Larikapu HARE |
| <u>(DEPARTMENT OF PUBLIC SERVICES COMMISSION)</u> | | | | |
| <u>BUREAU OF MANAGEMENT SERVICES</u> | | | | |
| 1839 | PS.6 of 6/4/78 | 15ACXA.009 | 21/9/78 | Paul LONGRULREA |
| 225 | PS.9 of 13/7/78 | 15ACXM.001 | 25/9/78 | Gedai GABINA |
| 226 | PS.9 of 13/7/78 | 15ACEF.001 15ACEM.001 (2 positions) | 15/9/78 | Geoffrey KEDEKE Ignatius MARAYAKAN |
| 227 | PS.9 of 13/7/78 | 15ACBS.001 15ACBE.001 (2 positions) | 21/9/78 | Olley KULA John SAMBUKUI |
| 1426 | PS.4 of 2/2/78 | 15ACAH.003 | 9/6/78 | Marget TOMADEK |

| <u>Adv. No.</u> | <u>Gazette No.</u> | <u>Position No.</u> | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u> |
|-----------------|--------------------|---------------------|-----------------------|---|
|-----------------|--------------------|---------------------|-----------------------|---|

DEPARTMENT OF PUBLIC UTILITIES

| | | | | |
|-----|------------------|---------|---------|--|
| 234 | PS.9 of 13/7/78 | POA.1 | 15/9/78 | Roger LIONEL |
| 241 | PS.9 of 13/7/78 | AOS.6 | 20/9/78 | Boio PAUL |
| 236 | PS.9 of 13/7/78 | PHO.4 | 28/9/78 | Eunice KIWO |
| 237 | PS.9 of 13/7/78 | PHO.7 | 28/9/78 | Stephen HAO |
| 238 | PS.9 of 13/7/78 | PHA.3-9 | 28/9/78 | Guma RAVU Gahusi LAHUI Joseph SOLOMON Waru G. KAURI Peter R. MANUP Sam POTARI |
| 239 | PS. 9 of 13/7/78 | PHD.8 | 28/9/78 | Aloysius RABU |

DEPARTMENT OF TRANSPORT & CIVIL AVIATION

| | | | | |
|-----|-----------------|-------|---------|------------|
| 250 | PS.9 of 13/7/78 | AT.S5 | 27/9/78 | Long HARRY |
|-----|-----------------|-------|---------|------------|

DEPARTMENT OF WORKS & SUPPLY

| | | | | |
|------|-----------------|-------|---------|-----------------|
| 2251 | PS.8 of 1/6/78 | RVF.1 | 12/9/78 | John M. NGUNIA |
| 2253 | PS.8 of 1/6/78 | VQ.F1 | 12/9/78 | Apelis MANIOT |
| 2255 | PS.8 of 1/6/78 | TT.F1 | 12/9/78 | Jack GUANABO |
| 2256 | PS.8 of 1/6/78 | TR.F1 | 12/9/78 | Harold J. PETER |
| 2258 | PS.8 of 1/6/78 | VR.F1 | 12/9/78 | Ipao AUWO |
| 2259 | PS.8 of 1/6/78 | RTF.1 | 12/9/78 | John NAVOGI |
| 2260 | PS.8 of 1/6/78 | RR.F1 | 12/9/78 | Joseph PANO |
| 2261 | PS.8 of 1/6/78 | TQ.A1 | 12/9/78 | Henry SAUL |
| 2262 | PS.8 of 1/6/78 | TV.A1 | 12/9/78 | Sylvanus JORUTE |
| 2263 | PS.8 of 1/6/78 | TT.A1 | 12/9/78 | Tony KULASI |
| 2264 | PS.8 of 1/6/78 | VT.A1 | 12/9/78 | Henry NINGO |
| 2265 | PS.8 of 1/6/78 | TE.1 | 12/9/78 | Varia HANE |
| 2266 | PS.8 of 1/6/78 | RT.A1 | 12/9/78 | Hosea LIBAI |
| 2277 | PS.8 of 1/6/78 | TT.F5 | 12/9/78 | Methew GAY |
| 2279 | PS.8 of 1/6/78 | T.E7 | 12/9/78 | Emmanuel SPAKIO |
| 2280 | PS.8 of 1/6/78 | VT.F3 | 12/9/78 | Cliff GORE |
| 2281 | PS.8 of 1/6/78 | TQ.F6 | 12/9/78 | Esekia TIRIAU |
| 2283 | PS.8 of 1/6/78 | RV.F2 | 12/9/78 | Jesse K. WALTON |
| 2284 | PS.8 of 1/6/78 | VR.F5 | 12/9/78 | Ahana KAMAKE |
| 265 | PS.9 of 13/7/78 | QF.1 | 12.9.78 | Tauedea ODA |
| 274 | PS.9 of 13/7/78 | RT.Q1 | 12/9/78 | Clement MARE |
| 275 | PS.9 of 13/7/78 | TR.Q1 | 12/9/78 | Hanson TUHESI |
| 276 | PS.9 of 13/7/78 | RV.Q1 | 12/9/78 | Patrick MUL |
| 277 | PS.9 of 13/7/78 | VQ.Q1 | 12/9/78 | Andrew KUVIA |

WITHDRAWAL OF NOTIFICATIONS OF VACANCIESDEPARTMENT OF DECENTRALISATION

In Gazette PS.6 of 13th April, 1978 position L.6 Senior Finance Officer Class 8, Advertisement No. 1698.

DEPARTMENT OF DEFENCE

In Gazette PS.8 of 5th August, 1976 position A.89 Clerical Assistant Grade 4, Advertisement No. 146.

In Gazette PS.17 of 15th December, 1977 these positions are withdrawn:
D.40 Clerical Assistant Grade 3, Advertisement No. 682, A.61.
Keyboard Operator Grade 3, Advertisement No. 685.

DEPARTMENT OF COMMERCE

In Gazette PS.2 of 12th January, 1978 these positions are withdrawn:
C2J11 - 13, 15 Financial Adviser Class 8, Advertisement No. 1121, C212.
Business Development Officer Grade 2, Advertisement No. 1129.

DEPARTMENT OF EDUCATION

In Gazette PS .11 of 14th September, 1978 position ES.105
Education Officer Class 4, Advertisement No. 507.

In Gazette PS.8 of 6th February, 1975 position TT8 - 10
Education Officer Class 4, Advertisement No. 1178.

In Gazette PS.4 of 1st April, 1976 position SE.2 Secretary, Advertisement No. 1547.

In Gazette PS.1 of 6th January, 1977 position P.40 Clerk Class 3, Advertisement No. 1011.

In Gazette PS.7 of 5th May, 1977 these positions are withdrawn:
ES.40 Education Officer Class 4, Advertisement No. 1639
M.490B Clerk Class 3, Advertisement No. 1859
AR.7 Clerical Assistant Grade 2, Advertisement No. 1862.

In Gazette PS.6 of 13th April, 1978 position Clerical Assistant Grade 2,
Advertisement No. 1732.

DEPARTMENT OF FINANCE

In Gazette PS.5 of 2nd March, 1978 these positions are withdrawn:

A.192 Clerk Class 3, Advertisement No. 1545
A.194 Clerk Class 2, Advertisement No. 1548
A.196 Clerk Class 2, Advertisement No. 1549
A.199 Clerk Class 2, Advertisement No. 1550
A.209 Clerk Class 2, Advertisement No. 1551
A.188 Clerical Assistant Grade 2, Advertisement No. 1553
A.328 Clerical Assistant Grade 2, Advertisement No. 1554

In Gazette No. 37 of 8th May, 1975 these positions are withdrawn:

FP.37 Clerk Class 7, Advertisement No. 2480
MS.6 Clerk Class 5, Advertisement No. 2489
A.34 Clerk Class 4, Advertisement No. 2496

In Gazette PS.10 of 7th October, 1976 these position are withdrawn:

A.304 Clerk Class 5, Advertisement No. 425
A.285 Clerk Class 5, Advertisement No. 426
A.272 Clerk Class 5, Advertisement No. 427.

DEPARTMENT OF FINANCE

In Gazette PS.5 of 3rd March, 1977 these positions are withdrawn:
FP.45 Clerk Class 4, Advertisement No. 1469
FP.25 Clerk Class 4, Advertisement No. 1470

In Gazette PS.7 of 5th May, 1977 these positions are withdrawn:
A.100A Clerk Class 6, Advertisement No. 1866
A.235 Clerk Class 6, Advertisement No. 1867
A.185 Clerk Class 6, Advertisement No. 1869
A.259 Clerk Class 3, Advertisement No. 1881
A.127A Clerk Class 3, Advertisement No. 1882
A.212 Clerk Class 2, Advertisement No. 1889

In Gazette PS.7 of 4th May, 1978 these positions are withdrawn:
I.15 Clerk Class 6, Advertisement No. 1887
I.19 Clerk Class 5, Advertisement No. 1890
I.16 Clerk Class 4, Advertisement No. 1894

In Gazette PS.2 of 12th January, 1978 position A.180 Clerk Class 2, Advertisement No. 1085.

In Gazette PS.12 of 5th October, 1978 position B.15 Clerk Class 8, Advertisement No. 873.

DEPARTMENT OF HEALTH

In Gazette PS.11 of 14th September, 1978 position MS.204 Clerk Class 7, Advertisement No. 573.

DEPARTMENT OF LABOUR & INDUSTRY

In Gazette PS.15 of 6th March, 1975 position ET.17 Assistant Supervisor Advertisement No. 2094.

In Gazette PS.11 of 14th September, 1978 these positions are withdrawn:
T.2 Assistant Director Clerk Class 10, Advertisement No. 605
T.8 Research Officer Class 8, Advertisement No. 608
T.4 Assistant Planning Officer Class 6, Advertisement No. 611.

DEPARTMENT OF LANDS SURVEYS & ENVIRONMENT

In Gazette PS.12 of 5th October, these positions are withdrawn:
PN.1A(T) Clerk Class 11, Advertisement No. 908
PN.7 Clerk Class 19, Advertisement No. 909
PN.19,22, 37, 44, Clerk Class 9 Advertisement No. 910
PN. 25, 28, 31, 49, 52, 34, 40, 43, 53 Clerk Class 8, Advertisement No. 911
PN.8, 20, 23, 38, 47, 26 Clerk Class 6, Advertisement No. 912
PN.32, 35, 41, 44, 50, 53, 56 Clerk Class 6, Advertisement No. 913
PN.9, 12, 24, 39, 48, 27 Clerk Class 4, Advertisement No. 915
PN.33, 36, 42, 45, 51, 54, 57 Clerk Class 4, Advertisement No. 916.

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.9 of 13th July, 1978 position OIAEPA 002, 003, Rural Development Officer Grade 3, Advertisement No. 186.

In Gazette PS.11 of 14th September, 1978 position OIAMPA 326 Clerk Class 4, Advertisement No. 688.

DEPARTMENT OF PRIME MINISTER

In Gazette PS.10 of 3rd August, 1978 position AG.3 Clerk Class 8, Advertisement No. 411.

OFFICE OF INFORMATION

In Gazette PS.9 of 13th July, 1978 position P.147A Technical Officer Grade 1, Advertisement No. 210.

CORRIGENDUM

In Gazette PS.11 of 14th September, 1978 under the heading 'Vacancies' Sub-Heading "Department of Works & Supply" position T.3A Engineer Class 5, EP.2 Engineer Class 4, Advertisement No. 828 & 832. These positions should have been advertised with an asterisk and not as advertised previously.

In Gazette PS.10 of 3rd August, 1978 under the heading 'Vacancies' Sub-Heading "Department of Foreign Affairs & Trade" position MC.4 Clerk Class 7, Advertisement No. 355 this position was renumbered to MC.2

In Gazette PS.11 of 14th September, 1978 under the heading 'Vacancies' Sub-Heading "Department of Works & Supply" position WP.3, WP.4, WP.7 and WP.13 should have been advertised within and without the Public Service.

Printed and Published by E. C. Awo, Papua New Guinea Government Printer,
Port Moresby.—13941/6 000.—11.78